

# Satchel One New Login Method



Please note that whilst you can still use your Satchel One original login details and the new Office 365 login method at the same time, you won't be able to reset your Satchel One password if you forget it.

1. Go to Satchel One: [Satchel One | Login](#) and click the 'Sign in with Office 365' button.

A screenshot of the Satchel One login interface. The page has a light blue header with the 'satchel:one' logo and the tagline 'Together through education'. Below the header, there are three tabs: 'Staff' (selected), 'Parent', and 'Student'. The 'Staff' tab is active, showing a login form with fields for 'Enter email address or username' and 'Enter password', and a 'Log in' button. Below the form, there are options to 'Sign in with Office 365', 'Sign in with Google', and 'Sign in with RM Unify'. To the right of the form, there is a 'Need help logging in?' section with links for 'Logging in as a staff member', 'Forgot password?', and 'Email not recognized?'. A 'SHOW MY HOMEWORK' badge is visible in the bottom right corner of the login area.

2. Select your school email account or enter it into the email address field.

A screenshot of the Microsoft account selection screen. The page is titled 'Sign in to your account' and shows the Microsoft logo. Below the logo, it says 'Pick an account'. There are three options: 'user@lowtonhs.wigan.sch.uk' (selected), 'user@outlook.com', and 'Use another account'. The 'user@lowtonhs.wigan.sch.uk' option is highlighted with a dashed border. At the bottom, there are links for 'Terms of use', 'Privacy & cookies', and a menu icon.

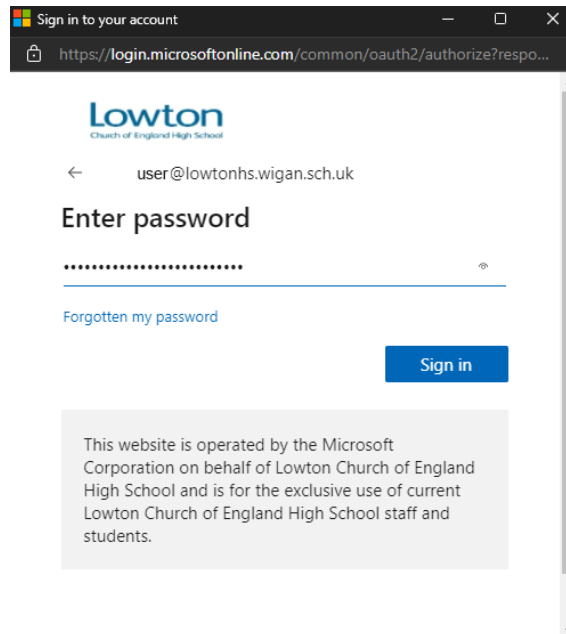
or

A screenshot of the Microsoft sign-in screen. The page is titled 'Sign in to your account' and shows the Microsoft logo. Below the logo, it says 'Sign in'. There is a text input field for 'Email address, phone number or Skype'. Below the field, there are links for 'No account? Create one!' and 'Can't access your account?'. A 'Next' button is located to the right of the input field. At the bottom, there is a 'Sign-in options' button with a magnifying glass icon. At the bottom, there are links for 'Terms of use', 'Privacy & cookies', and a menu icon.

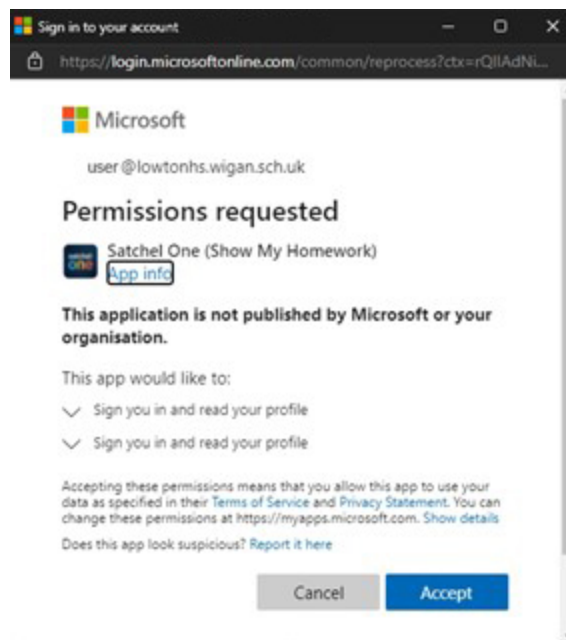
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3. Enter your school account password, if you get asked whether or not to keep your account signed in, that is up to you.



4. If you get a pop-up box asking for an app to have permissions on your account, accept it.



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5. After that you should then be logged in to Satchel One and can use the 'Sign in with Office 365' button for future logins!

## Mobile Phone Login

Using the Satchel One app to setup the new login method is exactly the same as using a web browser.

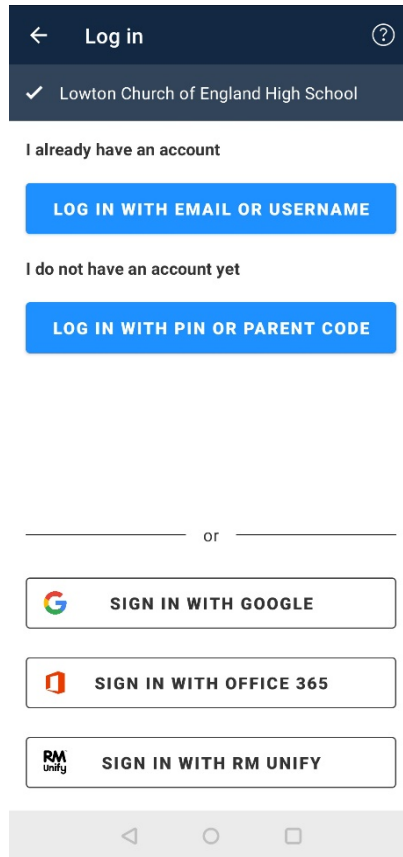
1. Search for Lowton Church of England High School and select it from the list that appears.

A screenshot of a search interface. At the top is a dark blue header with the word 'Search' in white and a question mark icon. Below the header is a search bar with a magnifying glass icon on the left, the text 'Lowton Church of England', and another magnifying glass icon on the right. Below the search bar is a list of search results, each separated by a horizontal line. The results are: 'Lowton Church of England High School' with location 'WA3 1DU'; 'Christ Church Church of England Primary School' with location 'SE10 0DZ'; 'The Marlborough Church of England School' with location 'OX20 1LP'; 'Waddesdon Church of England School' with location 'HP18 0LQ'; and 'Townsend Church of England School' with location 'AL3 6DR'.

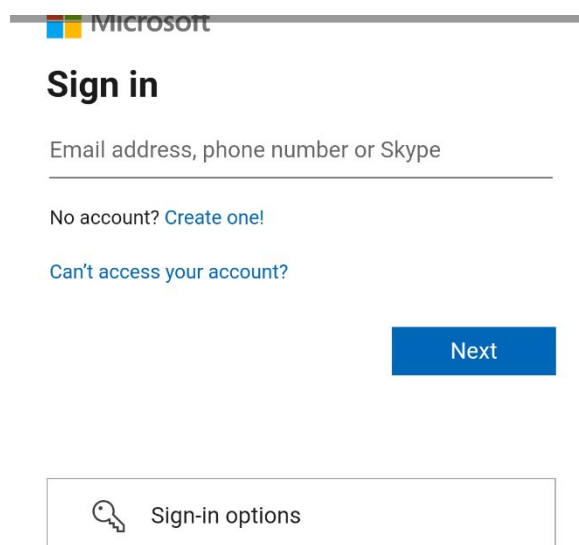
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2. On the next screen, press 'Sign in with Office 365'.

A screenshot of the Satchel One login interface. At the top, there is a dark blue header with a back arrow, the text "Log in", and a help icon. Below the header, a checkmark and the text "Lowton Church of England High School" are displayed. The screen is divided into two sections: "I already have an account" with a blue button labeled "LOG IN WITH EMAIL OR USERNAME", and "I do not have an account yet" with a blue button labeled "LOG IN WITH PIN OR PARENT CODE". Below these is a separator line with the word "or" in the center. Underneath are three white buttons with icons: "SIGN IN WITH GOOGLE" (Google logo), "SIGN IN WITH OFFICE 365" (Office 365 logo), and "SIGN IN WITH RM UNIFY" (RM Unify logo). At the bottom, there is a grey navigation bar with back, home, and recent apps icons.

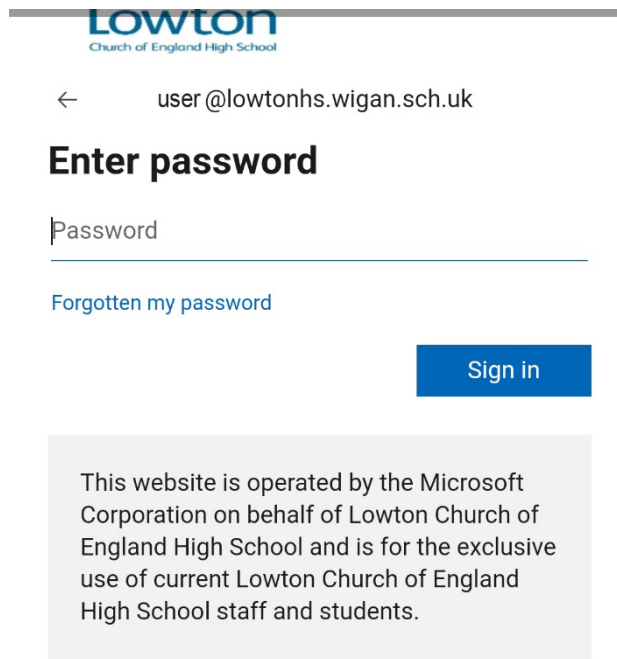
3. Enter your school email address.

A screenshot of the Microsoft sign-in page. At the top, the Microsoft logo is visible. Below it, the heading "Sign in" is displayed. Underneath, there is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there is a blue button labeled "Next". At the bottom left, there is a white box with a key icon and the text "Sign-in options".

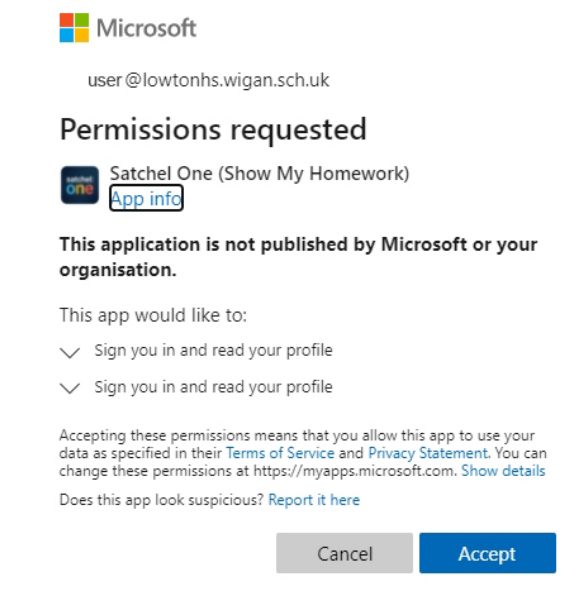
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4. Enter your school email address password, if you get asked whether or not to keep your account signed in, that is up to you.

A screenshot of the Satchel One login page. At the top is the Lowton Church of England High School logo. Below it is a back arrow and the email address 'user@lowtonhs.wigan.sch.uk'. The main heading is 'Enter password'. There is a password input field with a cursor. Below the field is a link for 'Forgotten my password'. A blue 'Sign in' button is positioned to the right. A grey box at the bottom contains a disclaimer: 'This website is operated by the Microsoft Corporation on behalf of Lowton Church of England High School and is for the exclusive use of current Lowton Church of England High School staff and students.'

5. Accept the message that pops up asking if an app can have permissions on your account.

A screenshot of a Microsoft permissions dialog. It shows the Microsoft logo and the email address 'user@lowtonhs.wigan.sch.uk'. The title is 'Permissions requested'. Below that is the Satchel One app icon and name 'Satchel One (Show My Homework)' with an 'App info' link. A warning states: 'This application is not published by Microsoft or your organisation.' It lists permissions: 'Sign you in and read your profile'. A note explains that accepting permissions allows the app to use user data as specified in their Terms of Service and Privacy Statement, with a link to 'Show details'. A link to 'Report it here' is also present. At the bottom are 'Cancel' and 'Accept' buttons.

6. After that you should then be logged in to Satchel One and can use the 'Sign in with Office 365' button for future logins!