## Parents Guide to Satchel:one

Satchel:one is a simple online homework calendar your child and you can use to keep up to date with all their homework. It gives you all of the information and tools to get involved and support your child with their homework. It can be accessed online and through the Satchel:one app on iOS or Android.

## Logging in for the first time on the web:

- 1. Visit the <u>Satchel:one login page.</u>
- 2. In the "Enter school name" field, enter "The British School of Tashkent, Kalandar Campus" and select our school from the list.

Staff Parent	Student
l already have an account	
l don't have an account yet	
The British School of Tashkent, Kala	andar Campus
Enter email address or username	
Enter password	٩

- 3. In the "Enter your code" field, enter your PIN as specified in the school letter. The PIN is case sensitive.
- 4. Tick the "I'm not a robot" box then click the "Submit" button.
- 5. You'll then be asked for some contact details, select your title from the "Title" dropdown.
- 6. In the "First name" field, enter your first name.

- 7. In the "Last name" field, enter your last name.
- 8. In the "Email" field, enter your email address.
- 9. In the "Password" field, enter in a secure rememberable password and enter it again in the "Confirn your password" field.
- 10. When done, click the "Save" button.

## Logging in for the first time on the app:

1. Download the app for iOS or Android here:



- 2. Once downloaded, open the app and in the "School name or postcode" field enter "The British School of Tashkent, Kalandar Campus" and select our school from the list.
- Click the "Log in with PIN or Parent Code" button. In the "PIN or Parent Code" field, enter your PIN as specified in the school letter and click "Submit". The PIN is case sensitive.



- 4. In the "Enter email address" field, enter your email address.
- 5. If you'd also like to add your mobile number, click the "Add Mobile Number" button and enter your mobile number.
- 6. In the "Choose a password" field, enter in a secure rememberable password and enter it again in the "Confirm your password" field. When done, click the "Update Profile" button.

✓ PIN or Code Update Profile (	?		
Enter email address			
I don't have an email address			
Add Mobile Number			
Optional. We will only use this to help you reset your password.			
Choose a password			
Confirm your password			
Update Profile			

Once you've setup your account, you will no longer need to use the PIN. You can sign in using your email address and password. You are now able to access your account and view all of the homework set for your child. "View Calendar" is a very useful view, as it shows all of the homework currently set. If you want to look back or forward you can do so by changing the dates.