

Satchel One (Show My Homework) Enrolment and or password reset.

As of September 2019 Satchel One took over control of the Show My Homework application. It was deemed necessary to make changes as to how enrolment and passwords are controlled, so as to give the end user more self-governance.

One significant change is the user password reset facility, this allows the end user the ability to change their own passwords should they require it changed or if they have forgotten the password to their account, rather than relying on the intervention of a systems administrator.

NOTE: This only applies to Parents, Guardians and students. Teacher's/Staff access is still governed by the schools network administrators.

Below is the instruction on how Parents, Guardians and students enrol their accounts for the first time as well as a section on how to reset a user's password.

Part 1: How to enrol an end user account for the first time.

NOTE: The example used is for a parent/Guardian user access. Setup for a student follows the same procedure but uses the student Tab. To reset a forgotten password is covered in Part2 of this document.

- 1) The web URL for Show My Homework is <https://www.satchelone.com/login>. Start by selecting the user type as seen below:

The screenshot shows the Satchel One login interface. At the top, it says 'satchel:one' and 'For access to Show My Homework'. Below that, it instructs the user to 'Select the appropriate user from the three options given at the top of the log in page as seen circled below:'. The three options are 'Staff', 'Parent', and 'Student'. The 'Staff' option is circled in red. Below the tabs, there are input fields for 'Search school', 'Enter email address or username', and 'Enter password'. A blue 'Log in' button is below these fields. Below the button, there are three options for logging in: 'Sign in with Office 365', 'Sign in with Google', and 'Sign in with RM Unify'. On the right side of the page, there is a section titled 'Need help logging in?' with three sub-sections: 'Logging in as a staff member', 'Forgot password?', and 'Email not recognized?'. The 'SHOW MY HOMEWORK' logo is at the bottom right.

You will need to select the appropriate option according to your current permissions. Some teachers however could also have students at the school and therefore would need to use the appropriate option when making this selection (as to the parent or staff option) when logging in or enrolling an account.

- 2) Next, once your relevant account has been selected, you need to select either the option of having an existing account or the option to set up an account/profile.

For access to Show My Homework

Selected account type: here we are using the Parent option

Login [Forgot password?](#)

Staff **Parent** Student

I already have an account

I don't have an account yet

Search school **Here we select either existing account or not having an account. We have chosen not having an account yet.**

Enter email address new accounts

Enter password

Log in

- 3) The next page will give you a number of information options that need to be provided to assist in linking your personal profile to the Show My Homework account.

Login [Forgot password?](#)

Staff **Parent** Student

I already have an account

I don't have an account yet

Search school **Here we fill in the school and email address we are linking our account too, as well as providing the "One time use PIN code" provided by the school.**

Enter email address

Enter **school**.code (supplied by school)

I'm not a robot

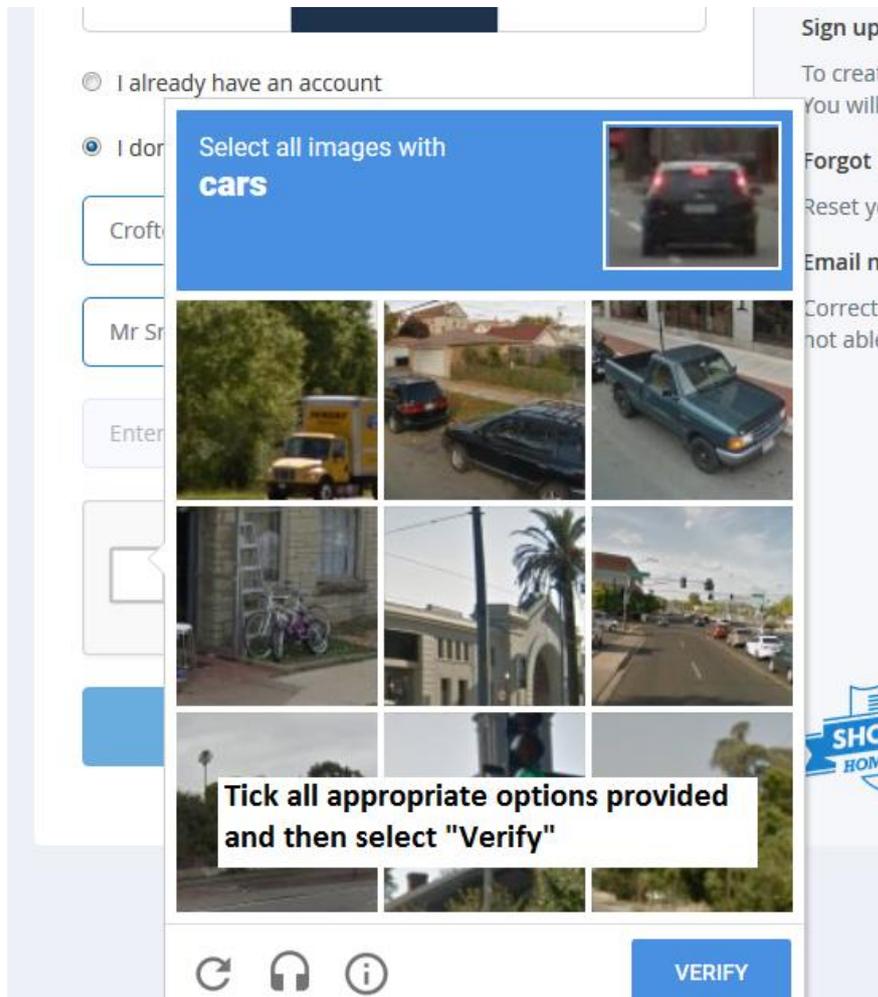
reCAPTCHA
Privacy - Terms

Once the above details are provided you will need to make the necessary "tick" in this box.

Sign up

SHOW MY HOMEWORK

- 4) Follow the instructions given in the pictow-puzzle to ensure your access is granted to the next step.



Following you access being granted the next page will provide a visual display of the information you have provided as well as two option tabs where you are required to provide a password and the confirmation of the password.

NOTE: Once your password options have been provided and accepted by the application, the "One Time Pin" provided by the school cannot be reused, any password changes need to be conducted using the "forgot Password" tab at the top of the Show My Homework page.

Your account should now be ready to use.

Part 2: Changing or forgotten password resets.

If you have had your account activated but unfortunately you cannot remember the password you used to setup the account or you may have the need to change your password for whatever reason. You can follow these instructions to facilitate these changes.

NOTE: Passwords are now user controlled there is no need to request another “One Time Use” Pin code from the schools administration team. These following instructions apply to Guardians, Parents and Students, NOT to teacher accounts.

Teacher accounts are still managed by the schools administration team. Therefore parent-teachers/Staff can only change their parent account password not their teacher/Staff account password.

Step1 to changing the password for a Guardian, Parent or Student account:

Open the Show My Homework browser page or Application on your device.

Then fill in the appropriate information as required to log into the account as seen in the Steps below:

The image shows a screenshot of the satchel:one login page. The page is titled "satchel:one" and has the subtitle "For access to Show My Homework". The login form is divided into four steps, each highlighted with a red circle and a label:

- Step 1:** The "Parent" radio button is selected among "Staff", "Parent", and "Student".
- Step 2:** The "I already have an account" radio button is selected.
- Step 3:** The "Crofton School" text box, the "Mr Smith" text box, and the password field (with a toggle for visibility) are highlighted.
- Step 4:** The "Forgot password?" link is highlighted.

Below the form, there is a "Log in" button and an "Or log in with:" section with three options: "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 parent", "Sign up", "Forgot password?", and "Email not recognized?". The "SHOW MY HOMEWORK" logo is visible in the bottom right corner.

Step 4 is only used if you require a password reset or change, otherwise you can continue to the “log in” tab to your account if your passwords are accepted.

For access to Show My Homework

STEP 4
Forgot password?

Login

Staff Parent Student

Crofton School

MrandMrsSmith@CIAMail.com

.....

Log in

Or log in with:

Sign in with Office 365

? Need
▶ Logging
Enter you
your acco
Forgot pa
Reset you
Email not
Ensure th
you are s
school ad
contact d

If you have selected the “forgot password”, the site will open another page for you. On this page you will be required to fill in the email option tab.

satchel:one

For access to Show My Homework

Forgot your password?

Enter your email address

Reset password

Reset instructions will be sent to you shortly.

Here is where you fill your registered email address you use when first registering your Show My Homework Account, as this is the account Satchel: One will have on record.
NOTE: Students are to use their school email accounts as the referral email address.

NOTE: Students are required to use their allocated Crofton school email account.

I.E: 55SmithJ@Croftonschool.co.uk .Students private emails cannot be registered for the Crofton School accounts and therefore will not work to update or changes on the students Show My Homework Account.

You will now be sent a password change request to your provided email account.

You now go to your email account (as per the details you provided) and look for the “change request” email, that will have been sent from Satchel One to your provided email address, important to note is that on some occasions you will be required to look in your “junk or Other” inboxes to ensure the email was not seen as junk by your service providers settings.

In the provided email there are simple instructions to follow to reset and confirm the changes to your new password. Once you have confirmed the password and it is accepted, you can now use the newly selected password to access your Show My homework account.

Please note when using a mobile device to view some web browser pages, there is often the need to turn the device sideways to get the full page to load correctly, this is a device by device need.

It is however Crofton I.T.'s advice that changes are ideally made from a laptop or PC to ensure the page is viewed in its entirety.

Unfortunately Crofton IT cannot support 3^d party devices or service providers.