

CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



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Dear student/parent/carer

This letter explains how you can log in to Go4Schools and access reports online.

What is Go4Schools?

Go4Schools allows students and parents/guardians to access 'live' information at any time:

- Attendance (daily)
- Behaviour (daily)
- Timetable (daily)
- Target Grades and Predicted Grades in all subjects (updated three times a year)

How can I access Go4Schools?

All students have a school email address that looks something like this: **username@cityofderbyacademy.org**

Your *username* is the one you use to log into computers in school! If you can remember your username you can now log in to Go4Schools to access your report.

1) To log in for the first time, please go to **www.go4schools.com** and click on the Students icon at the top of the main page



2) You will then be taken to the log-in screen. On this screen, please click **First-time User?**

Welcome!

This is the GO 4 Schools login page for Students

In order to login, you will need to use the email address that your school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the First-time User? and Forgotten your Password? links.

If you are having problems logging on, please contact your school.

Email address:

Password:

Remember my email address

Sign in

First-time User?
Forgotten your Password?

3) Enter your school email address and click **New password**

First-time User?

If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button.

Email address:

Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves.

New password Cancel

4) You should now be able to create a password and access the system. Alternatively, Go4Schools will email a password reset link to your school email address. Click on this link to set your new password so that you can access the system.

If you have accessed Go4Schools before but you forget your password, please email aharding@cityofderbyacademy.org and a password reset email will be sent to you.

You can also use the GO4Schools mobile app to make it even easier for you to see your daily timetable and attendance and your termly progress. The GO4Schools Student App is free for students to download from the Apple and Android App stores.



The app uses the same login details (email address and password) as the GO4Schools web site.

PARENTAL ACCESS

Parents can also access Go4Schools to see reports as long as the school has an up to date email address for them.

If you have not yet provided us with an email address, or your email address has changed, please follow the steps below:

1) Send an email to the following address: admin@cityofderbyacademy.org

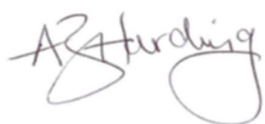
2) In your email, simply provide us with the following information:

- Child's name
- Child's date of birth
- Year group
- Form group (if known)
- Your name
- Your relationship to the child

We will then be able to add/update your email address and link it to the student information on our database.

Once we have your email address in our system you can set up access and use the parents section of the Go4Schools website and/or download the GO4Schools mobile app.

If you have any questions about Go4Schools, please email me at aharding@cityofderbyacademy.org

A handwritten signature in black ink that reads "A. Harding".

Mr. A. Harding (Deputy Headteacher)