



St. Helens Council

Merton Bank Primary School

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ST HELENS

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Headteacher - Mr M Griffiths



Never less than our best

Dear Parent(s)/Carer(s)

We really appreciate the support we have received from all the parents, emailing, tweeting and using the resources that we have been providing. In order for us to continue to provide a curriculum should anyone have to isolate we have decided to start using Microsoft TEAMS.

Every child has been assigned with an office 365 account in order to gain full access to TEAMS; this will provide you and your child with resources for home learning. There is also the opportunity to have a conversation with class members and the class teachers. All conversations will be fully visible to all members of the group. Our aim is to use this to set specific tasks for the children which they can respond to via Microsoft TEAMS and they can also then work collaboratively with their peers. Children can also upload and share work or ideas they have done. This will be shared with their class but NOT with other pupils in the school or anyone beyond Merton Bank.

I have attached a guide for how to access TEAMS (also available on the school website on the class pages with a link) and details of how to log into it. When you log in for the first time you will also be asked to register for "password self-service" so that you can reset your password if you should forget it.

Chatting individually 1-1 will not be permitted on the system to keep everyone safe and protected.

The files section will contain resources specific to your child's year group. Teachers will also add planning with activities and internet links to support any learning being completed in class as well as to guide any home learning.

If you are in need of any resources specifically for your child your class teachers can source and upload to the files section. We will start off gently with this and then as people become more confident with using it we will add more information.

If you have any questions, or details about TEAMS or any password changes please email via the TEAMS email system mertonbank-teams-help@sthelens.org.uk and a member of staff will get back to you as soon as possible.

Please can you log your child into their Office 365 account and leave a comment on their class team page so that we know that you have managed to access it successfully. Again any issues, please contact me on the above email and I will assist as best I can

Regards

Mrs Baker
Computing Lead

Nurturing a love for learning



SCHOOL MEMBER



Artsmark Silver Award
Awarded by Arts Council England



'Teams' Guide:

Merton Bank will be using an online forum developed by Microsoft, which is GDPR compliant, called Microsoft Teams to upload resources, presentations and work for children to access from home or during school closures. Teachers and class members will also be able to engage in a fully visible conversation if needed.

To access Microsoft teams, children's usernames will take the format of...

mer-year of entry-initials and no.1 @sthelens.org.uk for example John Smith who attends Merton Bank's Year 3 class would have the username **mer-16-js1@sthelens.org.uk** Some children who have the same initials as another child in their class will end their username with 2 but we will send a message out to those children separately.

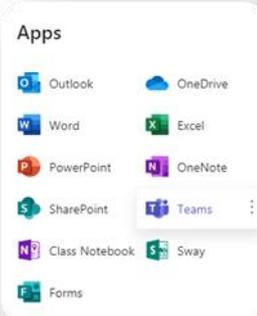
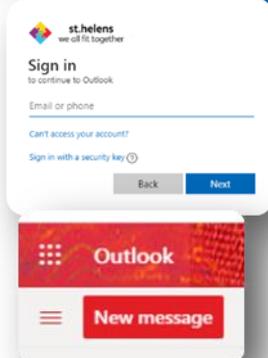
Passwords, initially, have been set to their date of birth. For example a child born on 27th February 2014 will have the password **27-Feb-14**. The first time your child logs onto TEAMS they should change their password via this link

<https://account.activedirectory.windowsazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365=>



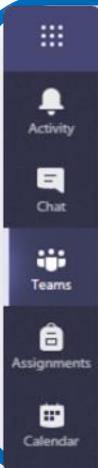
1. Microsoft teams can be found by clicking on the link <http://www.sthelens.org.uk> and clicking on 'Office 365' in the top right corner.

2. You will be asked to sign in using the username and password allocated to you (Please see above) Once signed in click on the square of dots next to the word Outlook in the top right-hand corner of the screen.

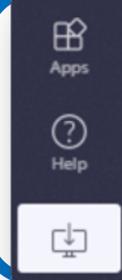


3. From the Apps menu, click on the work Teams to access. There are also free versions of Word, PowerPoint etc... to use here too.

4. Use the Teams toolbar to access your resources. Clicking on the Teams tab it will allow you to talk to your class as a whole (visible to all) and access uploaded files and folders of work. The chat facility will be disabled.



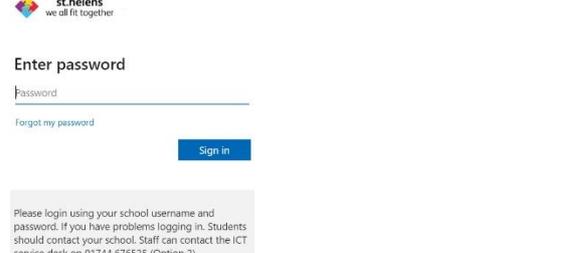
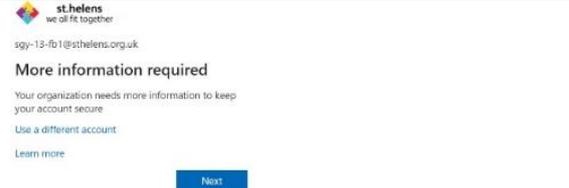
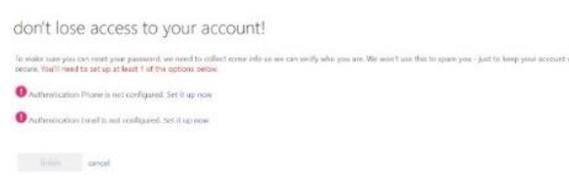
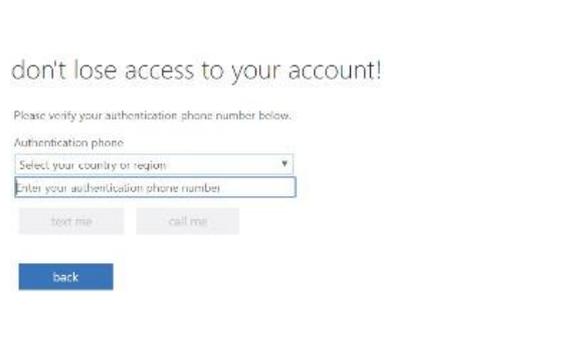
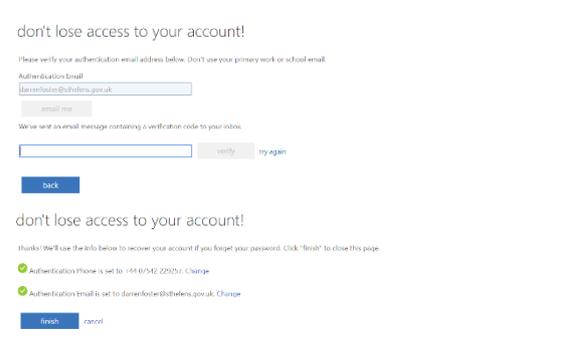
5. By clicking on the white icon from the bottom of the toolbar, you can download 'Teams' onto your desktop for easy access.



Click on this online demonstration for more information <https://teamsdemo.office.com/>

Self Service Authentication For Office

When you first log on to your office account you will need to put in details for Self Service in case you forget your password to log on. This can be done either via mobile or email depending on what you select during setup.

<ul style="list-style-type: none"> ○ Open up a web browser. ○ Go to http://www.office.com ○ Click on Sign In and put in the email address you have been given. 	 <p>The screenshot shows the Microsoft 'Sign in' page. It has the Microsoft logo at the top left. Below it is the text 'Sign in' followed by a field for 'Email, phone, or Skype'. There are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom, there are 'Sign-in options' and a blue 'Next' button.</p>
<ul style="list-style-type: none"> ○ Put in the Password you have been given on the next page 	 <p>The screenshot shows the 'st helens' 'Enter password' screen. It features the 'st helens' logo and tagline 'we all fit together'. Below is the heading 'Enter password' and a 'Password' input field. There is a link for 'Forgot my password' and a blue 'Sign in' button. A grey box at the bottom contains instructions: 'Please login using your school username and password. If you have problems logging in, Students should contact your school. Staff can contact the ICT service desk on 01744 676525 (Option 2)'.</p>
<ul style="list-style-type: none"> ○ The Self Service Screen appears, click next. 	 <p>The screenshot shows the 'st helens' 'More information required' screen. It includes the logo and tagline, the email 'sgy-13-fb1@sthelens.org.uk', and the heading 'More information required'. The text says 'Your organization needs more information to keep your account secure' and offers a link 'Use a different account' and 'Learn more'. A blue 'Next' button is at the bottom.</p>
<ul style="list-style-type: none"> ○ You will need to pick either one or both of the options for recovery, mobile or email address it's up to you. ○ Click on "Set it up now" at the side of your choice 	 <p>The screenshot shows a warning screen titled 'don't lose access to your account!'. It contains two red warning icons: 'Authentication Phone is not configured. Set it up now' and 'Authentication Email is not configured. Set it up now'. At the bottom are 'finish' and 'cancel' buttons.</p>
<ul style="list-style-type: none"> ○ MOBILE PHONE OPTION ○ Click on the dropdown at the side of "Select your country or region" and pick "United Kingdom +44" from the list, then enter your mobile number in the box and click on text me. ○ You will receive a code on your mobile, enter this code into the box. This will then take you back to the options where you can either complete the email verification or click on "finish" 	 <p>The screenshot shows the 'don't lose access to your account!' screen with the heading 'Please verify your authentication phone number below.'. It includes an 'Authentication phone' section with a dropdown for 'Select your country or region' and an input field for 'Enter your authentication phone number'. There are 'text me' and 'call me' buttons, and a blue 'back' button at the bottom.</p>
<ul style="list-style-type: none"> ○ EMAIL OPTION ○ Enter a <i>personal</i> email address and <i>not</i> your St.Helens email address into the box provided and click on "email me". This will send an email to that address with a verification code contained within it. ○ Enter the provided verification code into the box and click on "verify". This will then take you back to the options where you can either complete the mobile verification or click on "finish" 	 <p>The screenshot shows the 'don't lose access to your account!' screen with the heading 'Please verify your authentication email address below. Don't use your primary work or school email.'. It includes an 'Authentication Email' field with 'darenfoster@sthelens.gov.uk' and an 'email me' button. Below, it says 'We've sent an email message containing a verification code to your inbox.' with an input field for the code and 'verify' and 'try again' buttons. A blue 'back' button is at the bottom. A second warning section at the bottom shows 'Authentication Phone is set to +44 01542 229254. Change' and 'Authentication Email is set to darenfoster@sthelens.gov.uk. Change', with 'finish' and 'cancel' buttons.</p>
<p>If you ever forget the password to your office account you can use the forgot password button at logon to get back into your account.</p>	



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