

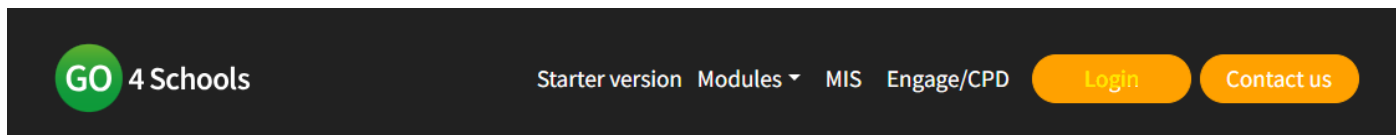
## Guidance notes for Parents / Carers on accessing GO 4 Schools Website

Dear Parent / Carer

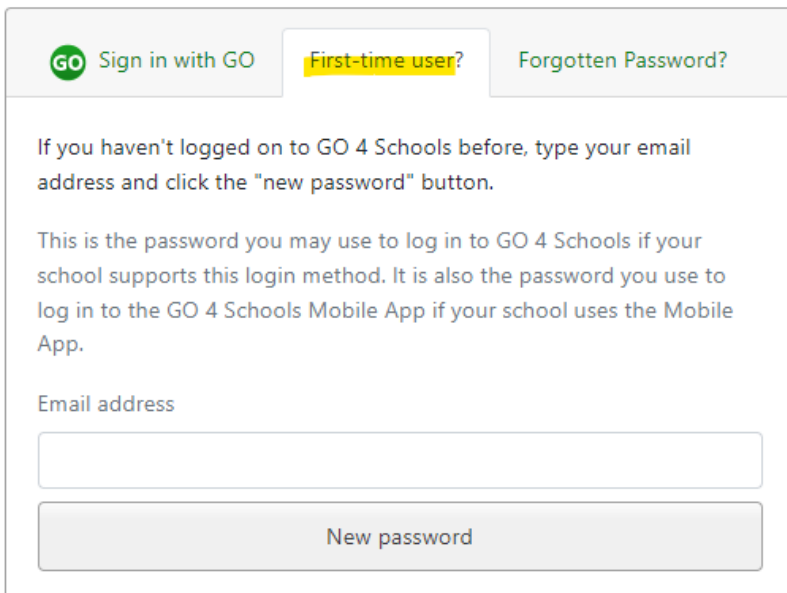
We are pleased to provide you with the following instructions for logging in to your child's online reporting tool on GO 4 Schools. Access to GO 4 Schools is driven by the email address you have provided us with.

Firstly, either go to the Furze Platt Senior School website and click on the 'Parents' drop down menu and click on 'Reports', or go straight to the GO 4 Schools website: [www.go4schools.com](http://www.go4schools.com).

1. Click on the Login icon and select Parents login:




2. Click on the 'first-time user?' link and then type your email address into the 'Email address' field and click on the 'New password' button. An automatic email with your password will be generated and sent to you from GO 4 Schools. Once in, you can change this password in the 'My settings' area.



The screenshot shows the 'First-time user?' login form. At the top, there are three links: 'GO Sign in with GO', 'First-time user?' (highlighted in yellow), and 'Forgotten Password?'. Below the links, there is a text box with the following instructions: 'If you haven't logged on to GO 4 Schools before, type your email address and click the "new password" button.' and 'This is the password you may use to log in to GO 4 Schools if your school supports this login method. It is also the password you use to log in to the GO 4 Schools Mobile App if your school uses the Mobile App.' Below the text, there is an 'Email address' label and an empty text input field. At the bottom, there is a 'New password' button.

- Once you have received your password from Go 4 Schools, enter this password into the 'Welcome' section of the Parent login screen. Your password expires every six months so please keep a note of it.

 Sign in with GO

[First-time user?](#) [Forgotten Password?](#)

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

This is the password you may use to log in to GO 4 Schools if your school supports this login method. It is also the password you use to log in to the GO 4 Schools Mobile App if your school uses the Mobile App.

Email address

## Information you can access in GO 4 Schools

Once in GO 4 Schools you will be requested to click on your child's name to see their progress data (you will be notified when there is a report to view). If you have more than one child at Furze Platt Senior School, then you will see all their names listed and be able to select which one you wish to view.

To view your child's report you will see the following icon in green indicating there is a 'new' report to read. Once read the 'new' will disappear and the icon will go grey.



### **Progress and reports**

Click on the New Report to see your child's published report.

By clicking on the 'View report' link we can check that you have been able to access your report, and that the information we hold is correct. It will also enable us to target support to those who may have been having difficulties accessing the latest report.

## **Frequently asked questions**

### **How long does my password last?**

Your password will expire after six months so please keep a note of it. If you have any difficulties resetting your password, please contact the Data Team on extension 143.

### **I have lost my password – what do I do?**

Go to the GO 4 Schools website, click the 'Parents' icon and follow the 'Forgotten your password' instructions.

### **My email address is not recognised – why is this?**

Only email addresses registered with us are recognised by GO 4 Schools. If your email address is not recognised it means that we do not hold your email address on our system. In order to update your information please contact us via email at [reports@furzeplatt.net](mailto:reports@furzeplatt.net).

### **What if I change my details?**

Please contact us at [reports@furzeplatt.net](mailto:reports@furzeplatt.net) so we can update your access details. When you next log in to GO 4 Schools you will need to go through the first-time user process again as outlined at the start of these guidance notes especially if your email address has changed. Alternatively, you can use the 'Update contact details in the 'My settings' section to notify us.

#### **Update contact details**

Use the form below to notify the school about changes to your telephone number, email address, etc.

#### **Change your password**

Update your password in the boxes below and click the "Change" button.

Current password used to login from home:

New password to use to login from home:

Confirm new password:

### **Who can access my child's data on GO 4 Schools?**

You, as the registered parent / carer with parental responsibility, and school staff are the only people who can access your child's progress data.

### **When and how often should I access GO 4 Schools?**

You will receive an email from GO 4 Schools when new reports are published.