

Email

Email can be accessed at <https://webmail.advanceditservices.co.uk/> - your username is ***just*** your username, not your full email address and your password is your school password.

My Files

Your files can be accessed at <https://myfiles.advanceditservices.co.uk/> - again, just your username, not your full email address and your password is your school password.

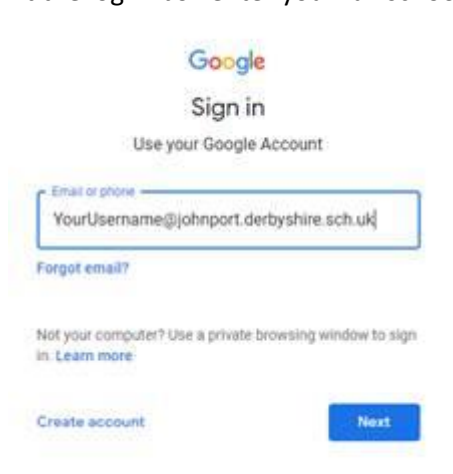
Google

Your username for Google is your ***full*** email address.

If you have not logged on to Google before, try the password 'password'

If that doesn't work or you don't know your school Google password you can reset it yourself:

1. At the log in box enter your full school email address and then click next



2. Click 'Forgot password?'



3. Click 'Try another way'

Enter the last password you remember using with this Google Account

Enter last password

[Try another way](#) [Next](#)

4. Click 'Send'

Get a verification code

Google will send a verification code to testy7@johnport.derbyshire.sch.uk

[Try another way](#) [Send](#)

5. This will send an email to your school account with a code in it. Enter this code in the box provided and it will then ask you to set a new password.

Google Classroom can be accessed at <https://classroom.google.com>

Hegarty Maths

The guide linked here will tell you how to log on for the first time and tell you how to reset your password: <https://hegartymaths.com/files/student-guide.pdf>

Kerboodle

We have recently changed all of the usernames for Kerboodle so they match your school usernames (just your username, not your email address). To access Kerboodle:

Address - <https://www.kerboodle.com/users/login>

Institution code: sti5

Username – exactly the same as your school username

Password – If you've used Kerboodle before, your password will be the same as it was then.

If you haven't used Kerboodle before, or if you can't remember your password, click the 'Trouble logging in?' link on the log in page and when it asks for an email address enter your ***school*** email address.

Educake

If you have been told to use Educake but don't have your username and password, please email itsupport@johnport.derbyshire.sch.uk

Seneca

To reset your password, go to <https://app.senecalearning.com/login>, click forgotten password and enter your school email address it will send you a reset email to your school email account.

If you don't have an account click on 'Sign up' and create one, making sure you use your school email address.

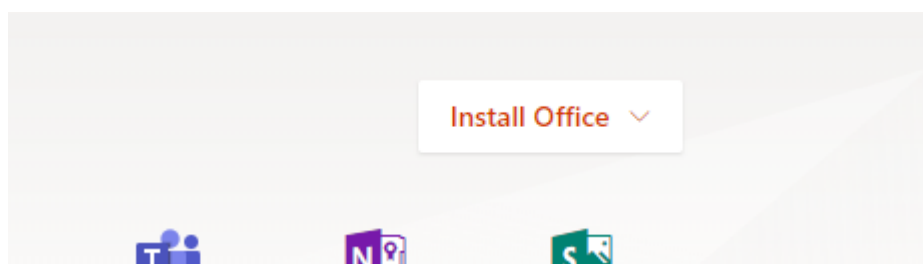
Office 365

As a student attending John Port Spencer Academy you are able to download and install a free copy of Microsoft Office 365 on your home computers. You will be able to use this for as long as you are a student here. It can be installed on up to 5 devices and is available for Windows or Mac OS X. You will have to follow the instructions below:

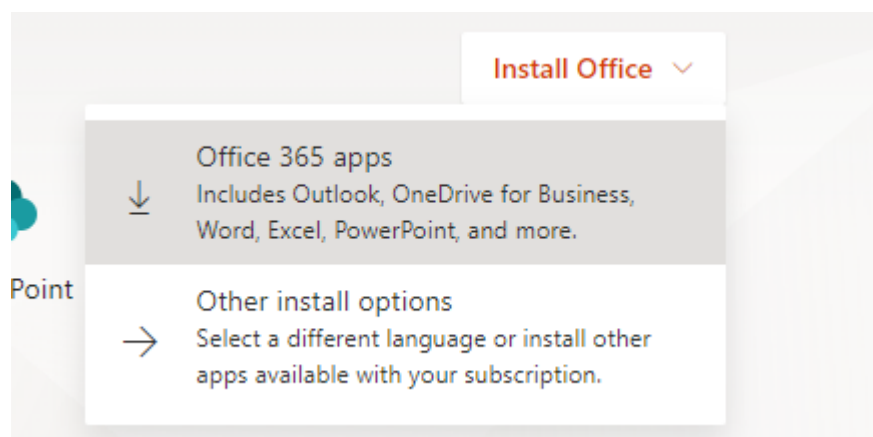
Go to <https://portal.office.com>

Log in with your school email address and school password – note that this step has changed since last year and it is now your actual email address, NOT johnportschool.com

Click the 'Install Office' button in the top right



Select 'Office 365 apps'



This will download a setup file. Run this when it has finished downloading and it will install Office 365