1) Go to the Scalby School website at
   https://www.scalby.coastandvale.academy/ and click on Student Portal at
   the bottom right of the home page.
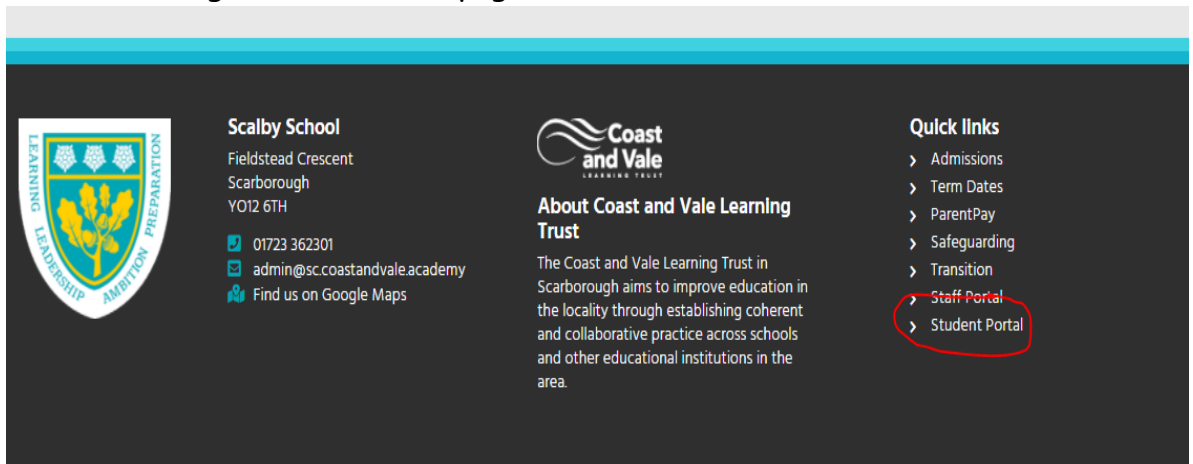
2) You then need to click on 'Teams'.
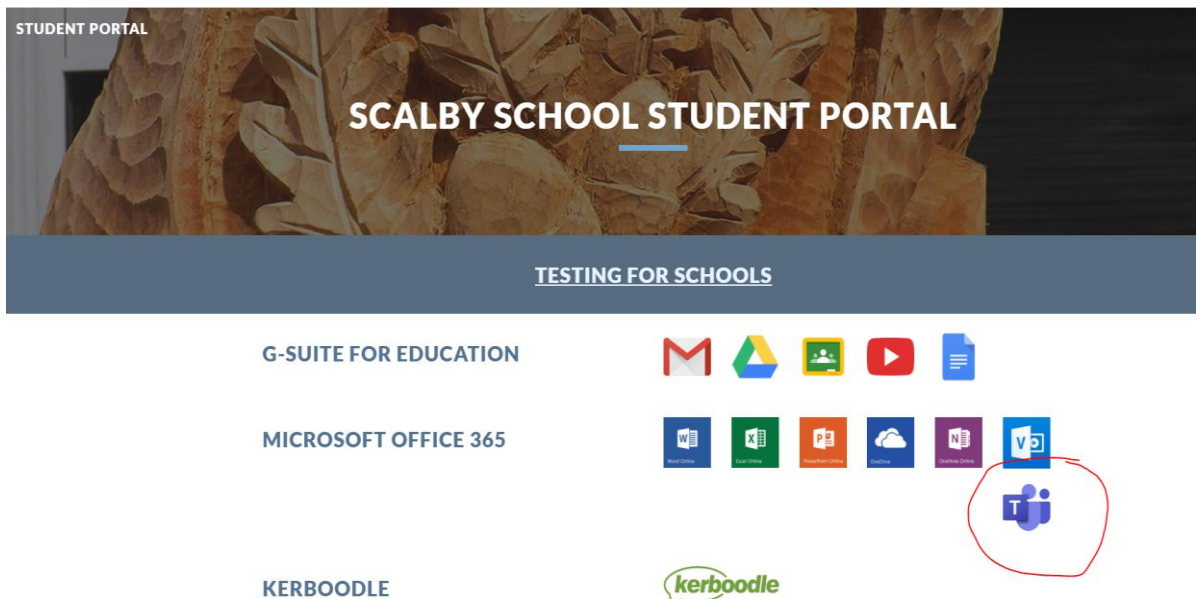
**2b) At this stage you may be asked to log in before you can access
Teams. This usually happens if it is the first time that you have
logged in. In that case go to number 5 &/or 6 below** ▼.

**2c) You will also be asked to '*Enable Two-Factor Authentication*'.
Please refer to the 2nd PDF named '*EnablingTwo-
FactorAuthentication_Students_2023*' to create before signing in.**

**2d) If someone else at home is logged into Teams, then continue to
number 3.**

3) Go to the top right and look at the circle which may have your initials or a picture. Click it and check the account you are signed in as. For most students this will be your usual school username followed by @sc.coastandvale.academy.

- So, Bob Johnson may be bjohns17@sc.coastandvale.academy or some students may be bjohnson21@sc.coastandvale.academy but you should have written this into your planners.

If it is the incorrect user then click 'sign out'.
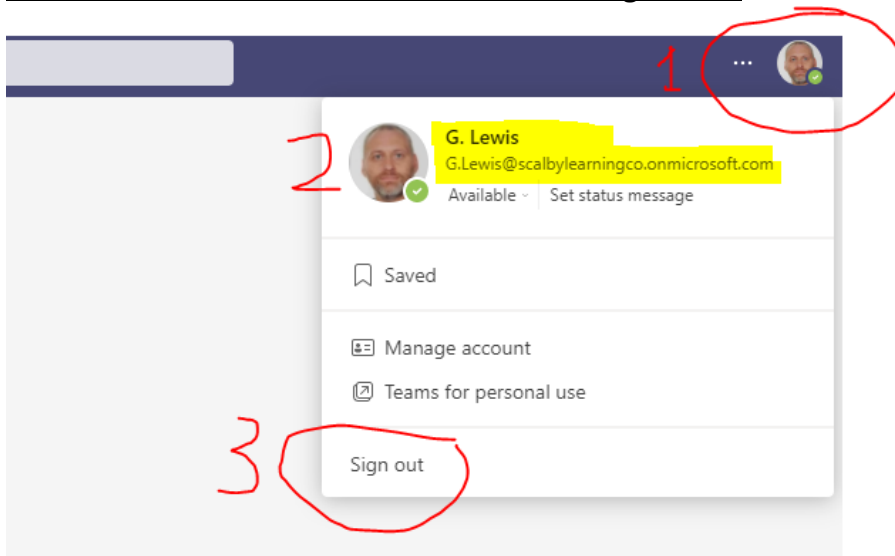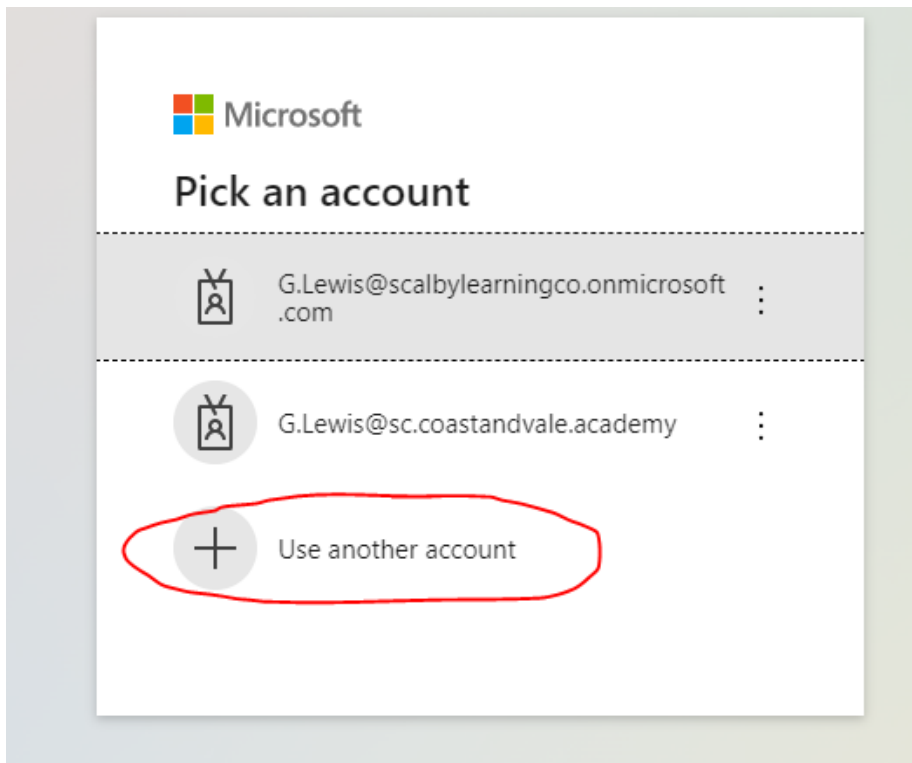

4) Teams will then ask you to confirm which account you want to sign out of. Click out of the correct account.
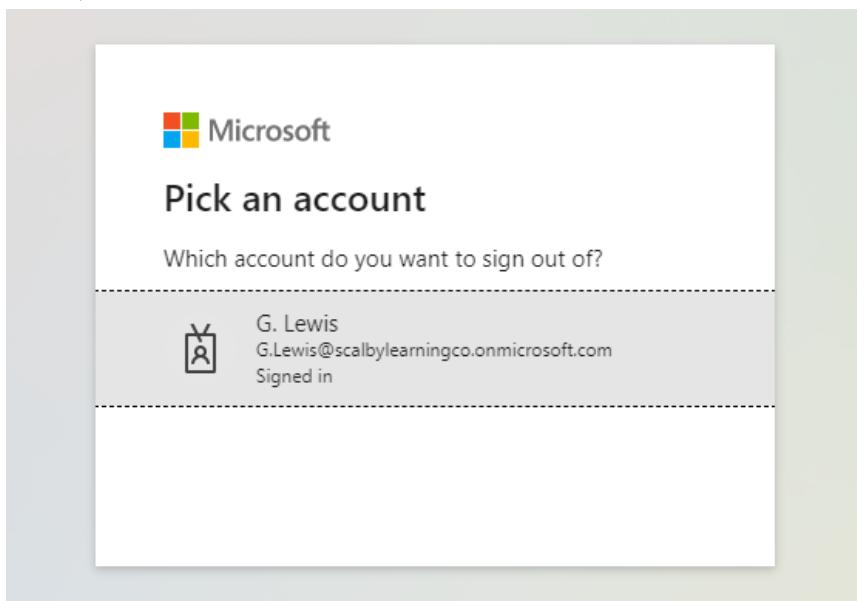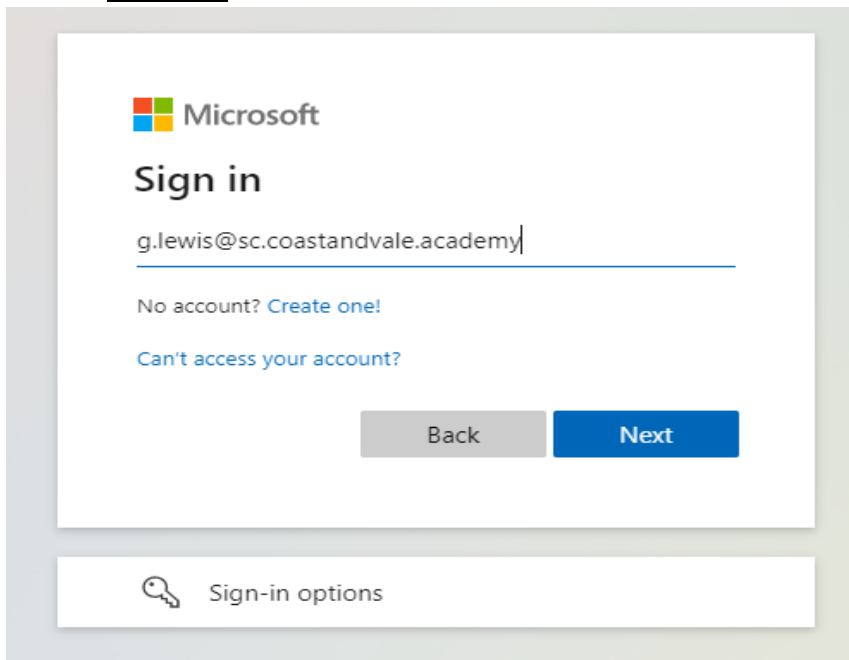

5) You will then be asked which one you want to sign into, <u>or</u> you may need to create 'another account' when working at home.

6) You will then need to put in your correct user details and password. **Your Password is the same one that you use for logging onto the computers in schoo**l. *DO NOT USE YOUR GOOGLE ACCOUNT PASSWORD.*

7) **You should now be in Teams, and it will be working as if you were using the Teams App in school.**