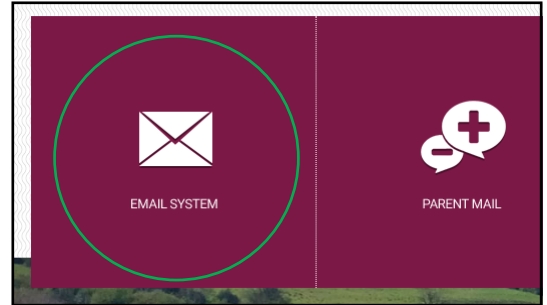


ICT Access Help Sheet

Accessing School Email

To access the school email system you can visit the school homepage, scroll half way down the page until you find the large coloured blocks starting with "Email System".

Alternatively, you can [click this link](#) to be taken directly to the login page.



Your email address is in the format **surname.firstname@rshs.aspireplus.org.uk**
e.g *Rayner.Joseph@rshs.aspireplus.org.uk*

If you have a double-barrelled or long name, then this may have been shortened. It is the same name you use to login to the computers when you are in school. You will have been shown this when you first used IT facilities in Year 7.

Your email account password is the same password used to login to the computers in school.

Accessing Home Learning Resources

Timetabled Live Lessons are now available for all year groups. Please refer to the instructions on the website in the same area that you accessed this document.

You can also still access the previous set for each Year Group using [this link](#).

Technical Support for Home Learning

During normal school hours (8.45am – 2.45pm Monday – Friday), you can call the if you need help with your account information or for password resets only.

The number to call is **0161 338 2374**, then press **0** for the admin team.

Parents and carers can also email mail@rshs.aspireplus.org.uk