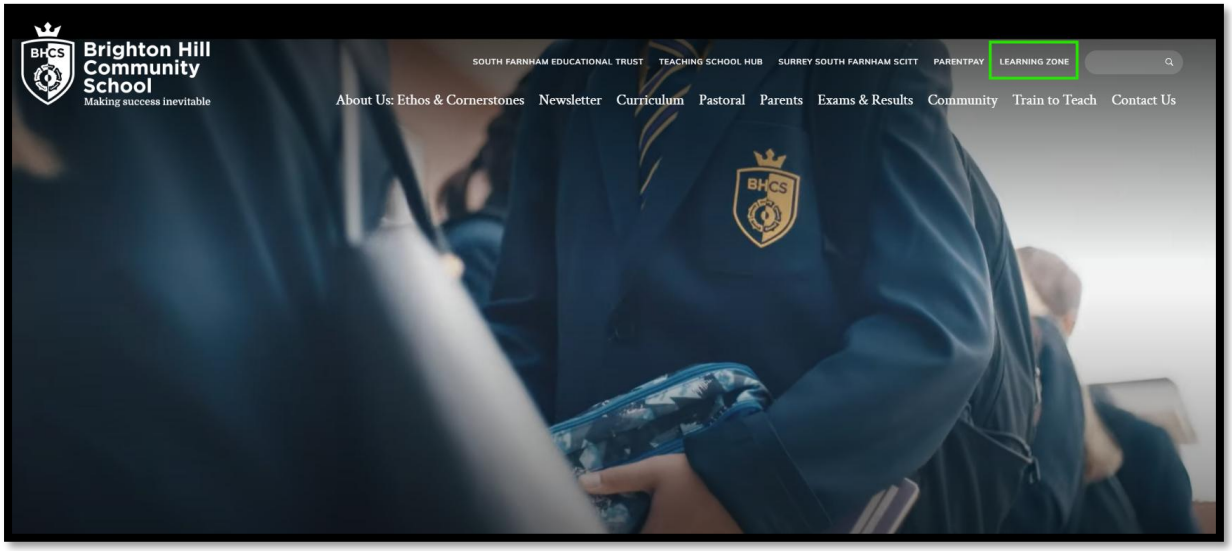
BHCS student guide to accessing school systems **from home**

Remember there is also a digital guide for setting up in school Brighton Hill Student User Guide | Scribe

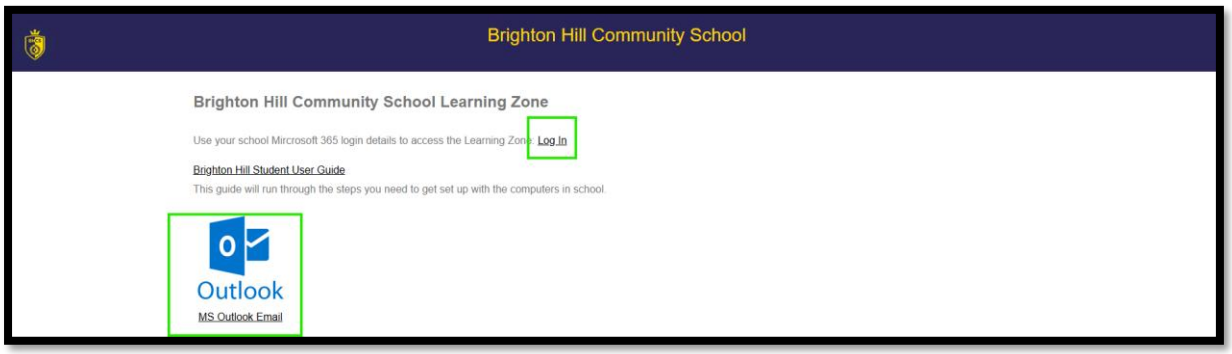
Via the school's website

Via the school's home page www.brightonhill.org left click 'Learning Zone' shown in the screenshot below with a green highlight box. **Note**: you won't see the green box on the actual website!



You will see the following page with 3 options (2 highlighted with green boxes this guide will focus on).

1. Login to your 'Learning Zone'
2. Review the 'Brighton Hill Student User Guide'. This is specific to setting up in school.
3. Logging into your school email. This also then means you are logged into your Microsoft Office 365 account.

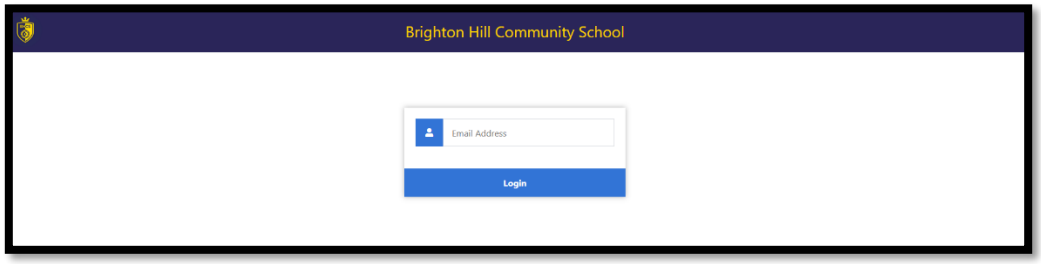


Option 1: Logging into the Learning Zone

After left clicking the Learning Zone 'Log In' option:



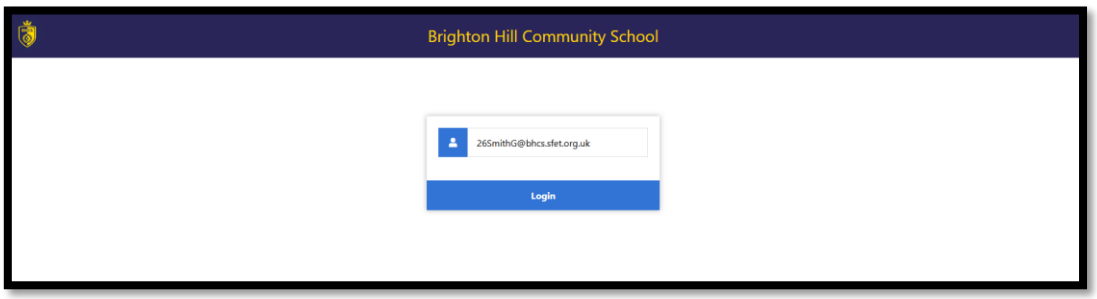
You will see this page.



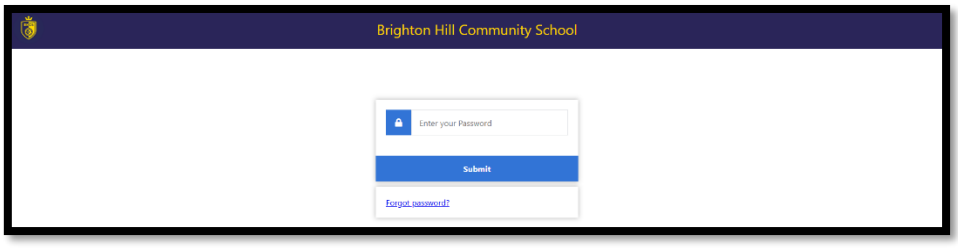
Enter your email address. Remember this is the year you would have been in year 7 (even if you joined the school in a later year), your surname and the first letter of your first name. So, if you joined in year 7, 2026 and your surname is Smith and your first name is George the first part of your email will be **26SmithG**.

All emails have the same second part **@bhcs.sfet.org.uk**. The full email address for this example would therefore be:

26SmithG@bhcs.sfet.org.uk



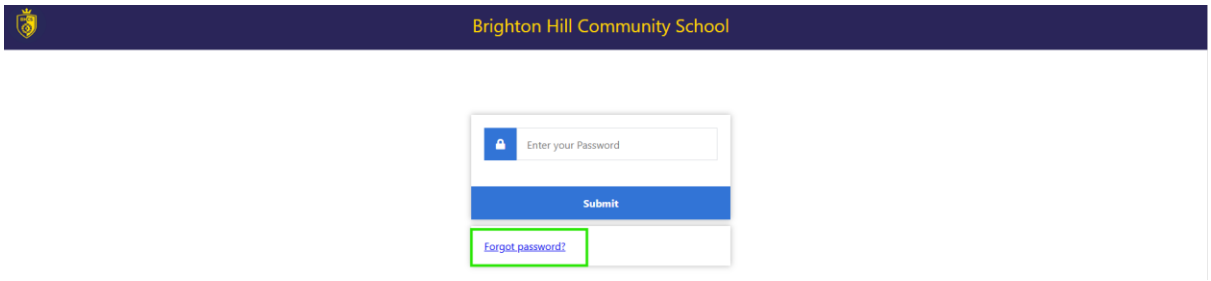
Left click 'Login'.



Now enter your password. Remember, you set up this password and depending on your choice it might be different to the password you use to sign into a school computer (the password you

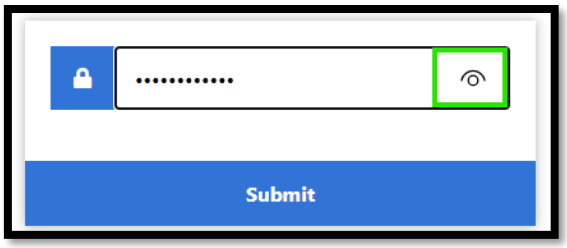
use to login to a school computer is also the same password for your Microsoft 365 login, more on that later).

If you have forgotten your password, you can click 'Forgot password?' and a reset email will be sent to your school email account (see Option 3 below).

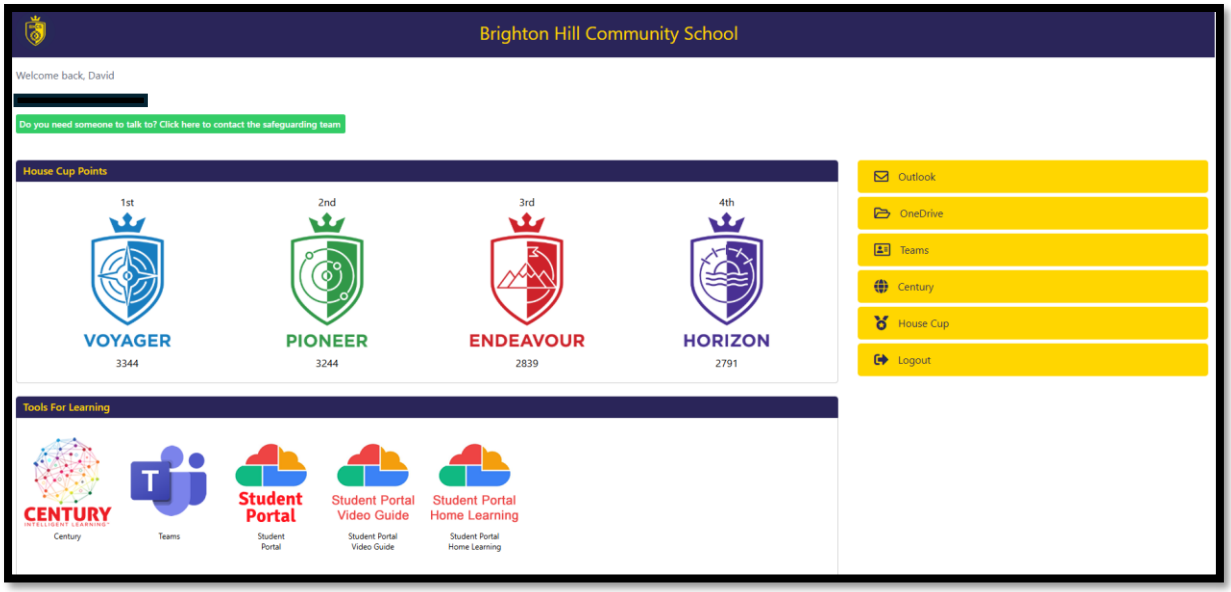


Assuming you know your password, once you've entered it **click submit**.

Top Tip: If you are sure nobody is watching your screen, you can click the 'eye' icon that will show your password so you can be sure you have typed it in correctly. Mistyping is the most common error.

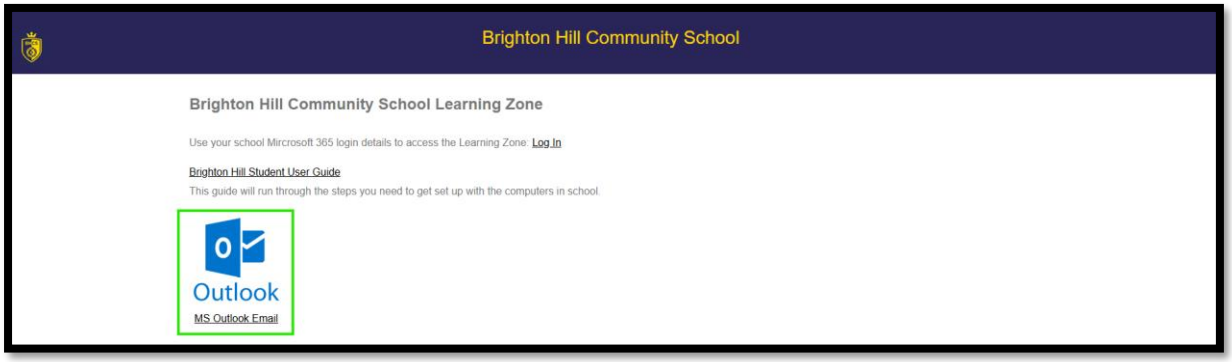


After clicking submit you will then arrive at the Learning Zone Home Page where you can explore all the features! These include the Student Portal, Century and Seneca to name a few!

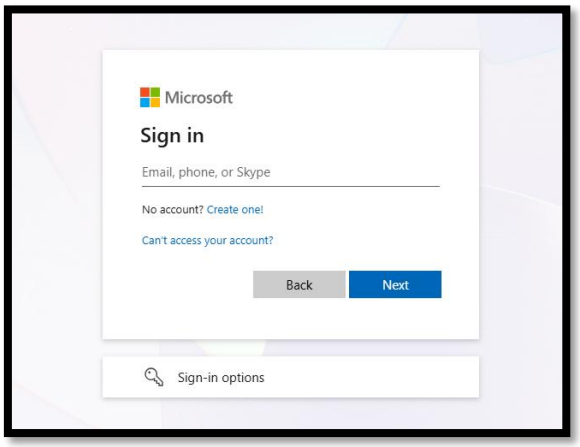


Option 3: Logging into your school email

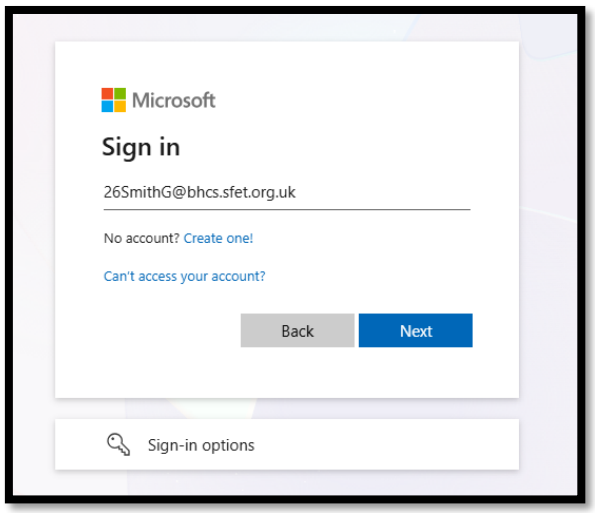
To do this you need to left click on the 'MS Outlook Email' link. MS is short for Microsoft. We are a Microsoft school and almost all the systems you use will use your Microsoft login details to access them.



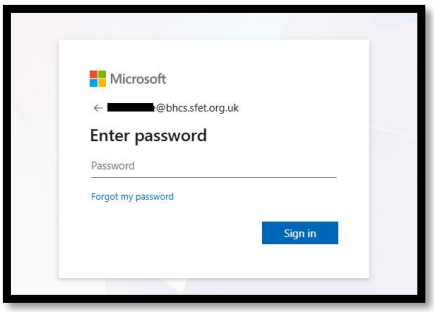
If you are signing in on a device for the first time you will see this screen:



Enter your school email address.

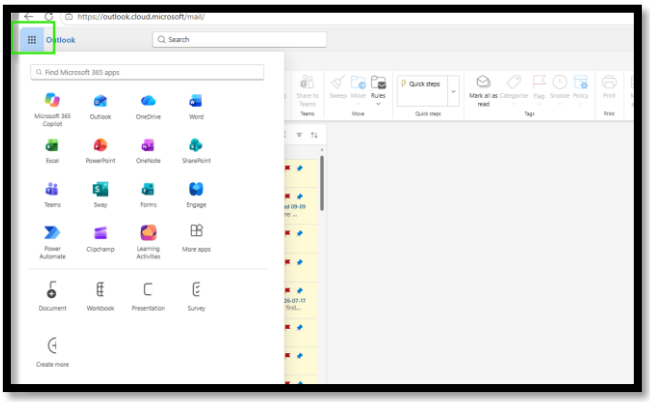


Left Click next and you will see this screen:



Now enter your password. REMEMBER, this is the same password you use to login to a school computer, which is also your Microsoft Office 365 (or MS365) password.

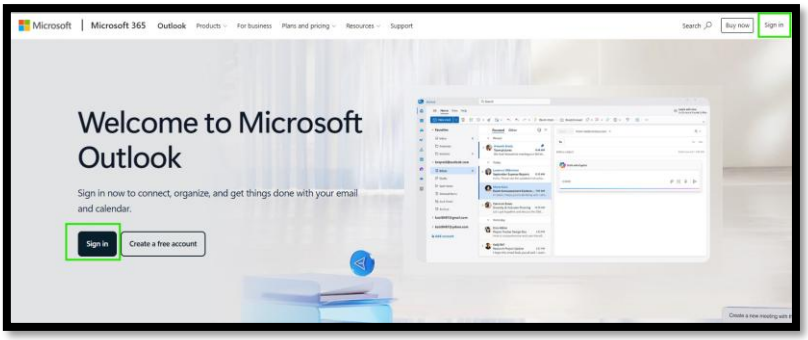
You will then be logged into your school email account. From here you can also access all the other Microsoft Office 365 tools. You do this by left clicking on the 'App Launcher' sometimes called 'The waffle' or 'Waffle menu' highlighted in the green box below.



Accessing MS Office 365 without going to the school website.

Did you know you don't have to go via the school website to login to your school email and other Microsoft tools?

You can also use a web browser and search 'MS365 login' and you'll be directed to Outlook Log In | Microsoft 365

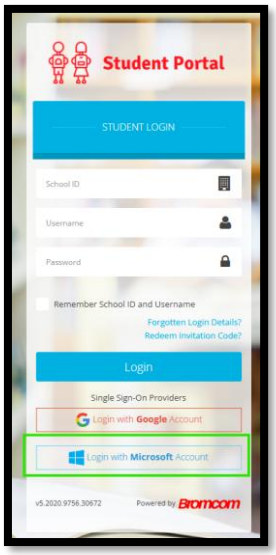


Left click either of the 'sign in options and just follow the login prompts to access your Microsoft Office 365 account and all the tools.

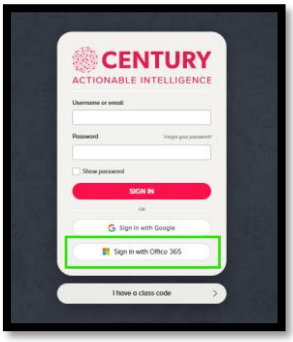
Using MS Office 365 single sign on (SSO) on other BHCS approved websites

As a Microsoft school we have set up our approved web-based learning platforms to be accessed using your MS login details. Look out for the option to sign in with Office 365. See some examples of this below.

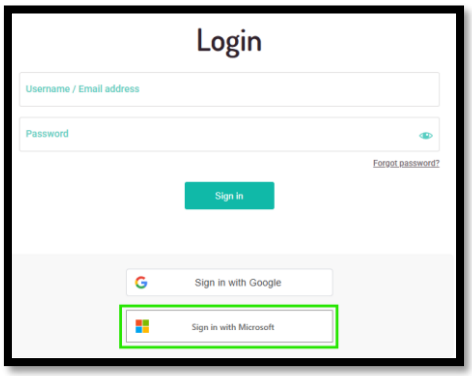
Student Portal: Where you can access a range of tools, including the home learning tool.



Century: Where your English, Maths and Science Home Learning is Set.



The EverLearner: Where your PE Home Learning is Set.



Seneca: Where home learning is set for KS4 Business, Computer Science, Food and Design Technology.

