

ASHBY SCHOOL

Ashby Portal

Student access from home to Ashby Portal and other school services



Empowered to Learn

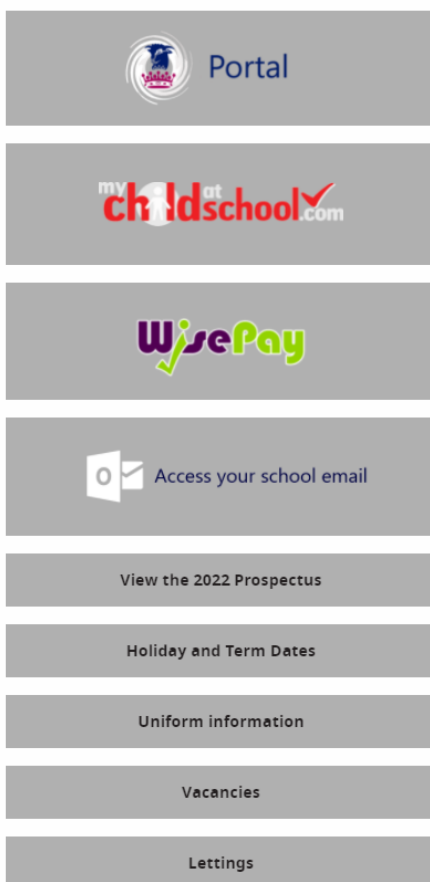


This document provides information for Students on how to access the Ashby Portal from any device at home.

Accessing the Ashby School Portal

1. Finding the portal

You can access the portal by visiting the Ashby school website www.ashbyschool.org.uk and clicking on the link to the portal at the bottom of the page. You will then be redirected the Ashby Portal Site.



2. Logging in

You will first be prompted for a login to gain access to the site asking for your username and password. **Enter the same username and password you use in school** e.g. 14-test-a (startyear-surname-firstinitial).

Then click the **login** button.



Trouble Shooting

If for some reason you are unable to access the portal there are a few steps you can follow.

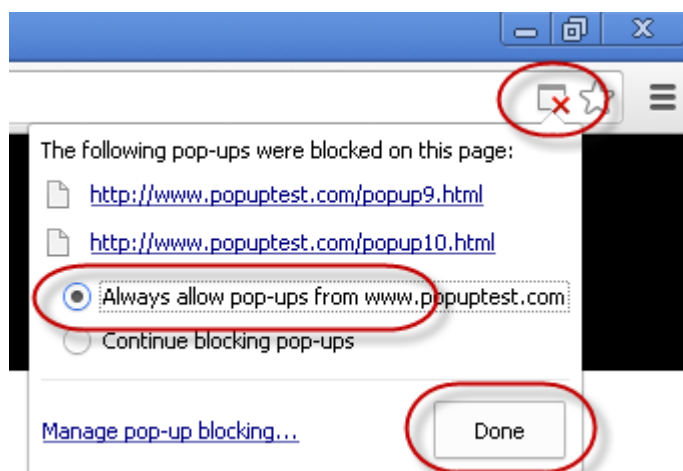
No logon box appears

- Try opening the portal in a different browser (IE, Chrome, Firefox etc.)

Login box reappears empty after I click the login in box.

- Make sure you are using the correct username and password that you use in school. **Not** your Office 365 login ending with **@ashbyschool.org.uk**
- If you are using an older browser, please try logging in with **as** at the beginning of your username e.g. **as\14-test-a**

If you have any issue using the portal page, please make sure that popups aren't being blocked.



You will see an icon like this, in your address bar if popups are blocked. Simply click the icon, select Always allow all pop-up from portal.ashbyschool.org.uk and click done.

Any further issues accessing the portal, please email ITSupport@ashbyschool.org.uk providing the following details:

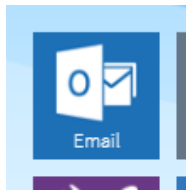
- Students full name
- Their current year
- Device (PC, Laptop, iPhone, Android etc.)
- Browser you tried to access the site through

If available, please provide a screenshot of any error messages.

Accessing Emails

1. Finding your Emails

You can access the portal by visiting the Ashby school website www.ashbyschool.org.uk and clicking on the '**Access your school email**' link at the bottom of the page. (just down from the Portal link). Alternatively, you can click on the **Outlook Icon on the Ashby Portal Page**.



2. Logging in

You will first be prompted for a login to gain access to the site asking for your username and password. **Enter the same username and password you use in school** e.g. 18-test-a (startyear-surname-firstinitial).

Then click the **Sign in** button.

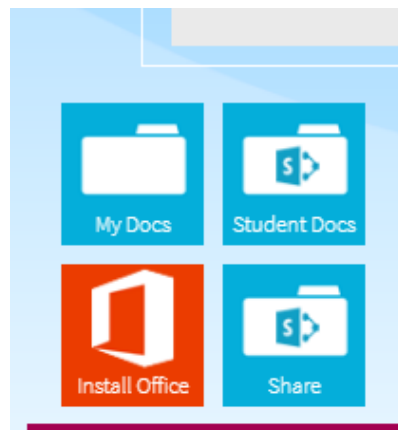
A screenshot of a web browser window showing the Outlook sign-in page. The address bar shows "https://mail.ashbyschool.org.uk/owa/". The page has a "Sign in" heading and the URL "https://mail.ashbyschool.org.uk". There are two input fields: "Username" and "Password". Below the fields are two buttons: "Sign in" (blue) and "Cancel" (white).

If you are **having trouble** logging in see 'Trouble Shooting Guide' in the 'Ashby Portal' section above.

Accessing Documents

1. Finding your Emails

You can access the portal by visiting clicking on the **Documents/Student Docs icon** on the Ashby Portal Page (You can also alternatively visit <https://www.office365.com> and click the sign in button at the top right of the page).



2. Logging in

If you are prompted for your username and password. **Enter your school Email Address and password** e.g. 18-test-a@ashbyschool.org.uk (startyear-surname-firstinitial@ashbyschool.org.uk). Then click the **Sign in** button.

If you are **having trouble** logging in see 'Trouble Shooting Guide' in the 'Ashby Portal' section above.