



Administrator: Login User Guide (2018)

Last modified: August 2018

Logging In

The login screen should be easy to find on the school website. If you have a website powered by eSchools, a platform login button will be present on the website header on every page or on the the homepage; this will take you directly to the login screen. If your website is not powered by eSchools, they may have added a link to the login page for you elsewhere on the site. *If you still cannot find a link, please contact eSchools on where to go to login; we can also advise you on how to make the login procedure easier for your users.*

On the Login Screen

The screenshot shows the eSchools login interface. At the top left is the eSchools logo with the tagline 'MAKING SCHOOLS CLICK'. To its right are two links: 'Contact support' (callout 4) and 'Visit school website' (callout 7). Below these is a navigation bar with two tabs: 'Please login...' (callout 1) and 'Picture Login'. The 'Please login...' tab is active. Below the tabs are two input fields: 'Username or Email Address' and 'Password' (callout 2). A green 'LOGIN' button (callout 3) is positioned to the right of the password field. At the bottom left is a 'CLICK CEOP Internet Safety' logo (callout 5). At the bottom right is a link 'I've forgotten my password' (callout 6).

Please login...(1) - Ensure that this tab is highlighted rather than the Picture Login tab (the Picture Login tab is primarily for younger students)

Username/Password (2) - Your Username and Password are supplied by the school; if you do not know your details, please contact the school or the eSchools support team for assistance. If your email address is held in the school's database you can use this instead of a username. Enter these details here.

Login (3) - Click the login button to enter the platform.

Contact support/ Visit school website (4) - Use these quick links - if these do not appear please contact eSchools for assistance.

CEOP button (5) - Report any safety concerns to CEOP through this link.

I've forgotten my password (6) - click here if you need a new password.

? (7) - click here to see more information in the **eSchools Academy**