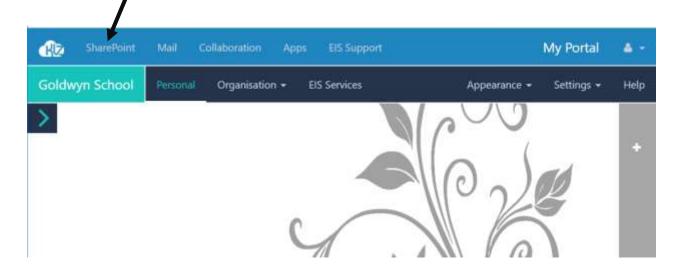
## **Accessing Work**

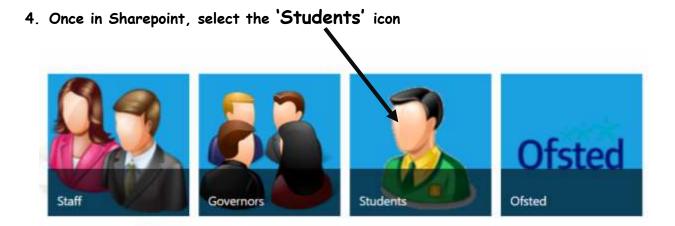
To access your work, please follow these instructions:

1. On the internet, using Chrome, go to myportal.klz.uk

KZ
Sign in with your KLZ Username e.g. username@klz.org.uk
KLZ Username e.g. username@klz.org.uk Password
Sign in Register for Self Service or reset your password here

- 2. Log in using the email Username and Password you have been given
- 3. Now click on the 'Sharepoint' link

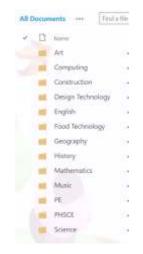




## 5. Now select your Goldwyn school

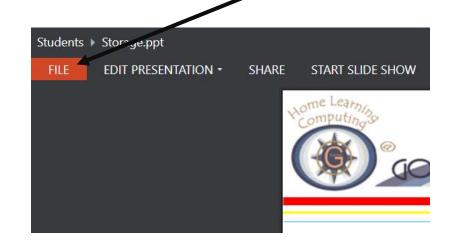
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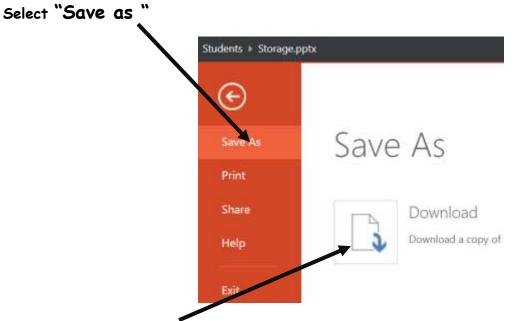
6. Select the Subject to work on



	All Documents
	V D Name
	Year 10
	Year 11
	Year 7
	Year 8
	Year 9
8. Select a <b>Document</b> to open	All Documents ··· Find a file
	V D Name
	Computer Drive 🗱
	CPU-Workbook 🗱
	🖬 Crossword Student Copy 🗱
	💼 Input-and-output-workbook 🗱
	MOTHERBOARD ANAGRAM *
	Storage #

9. If your set work involves using this document you must save it first. Do this by going to 'File'





- 10. Then "Download' and find a suitable location to save it to on your device
- 11. Work on the document, saving as you go.

## Submitting work

- 12. Follow the next steps to submit any work you have completed
- 13. Log back onto myportal.klz.uk, this time follow the 'Mail' link

SharePoint	Mail	Collaboration	Apps	EIS Support		My Portal	4.1
Goldwyn School	Personal	Organisation	• E	IS Services	Appearance 👻	Settings 🕶	Help
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- 14. Here is a quick guide to help you create and send the emails:
  - a) Add the address of the person you are sending the email to in the 'To' section
  - b) Type your name in the 'Subject' line
  - c) If you want you can add a message to your teacher
  - d) Add the Attachments (the work you are sending in), this will open a new window for you to locate the file you are sending in, select the file and then click on 'Insert'
  - e) Press 'Send'

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