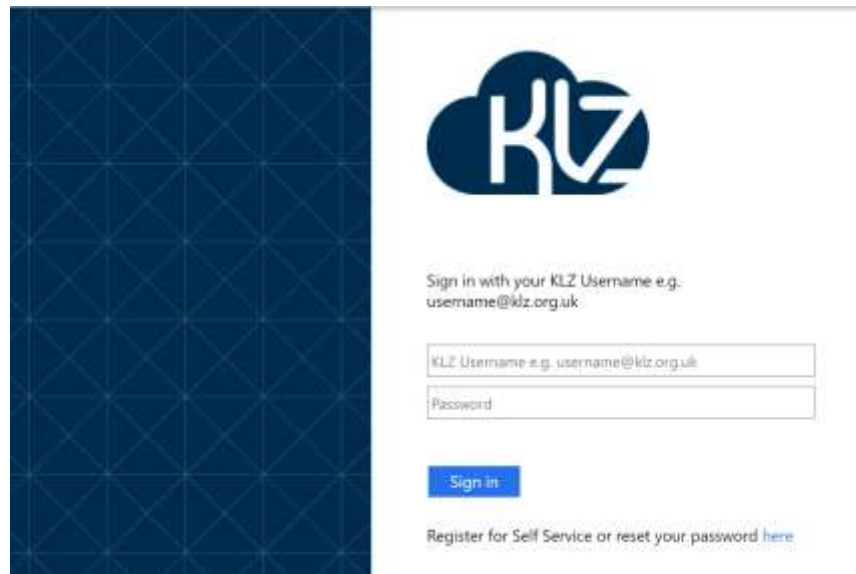


Accessing Work

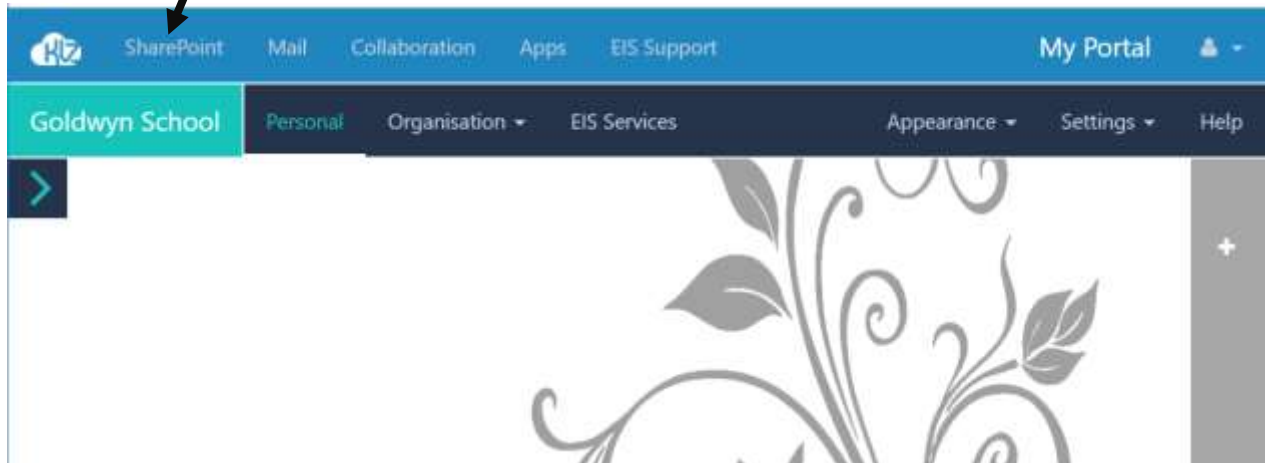
To access your work, please follow these instructions:

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



2. Log in using the email **Username** and **Password** you have been given

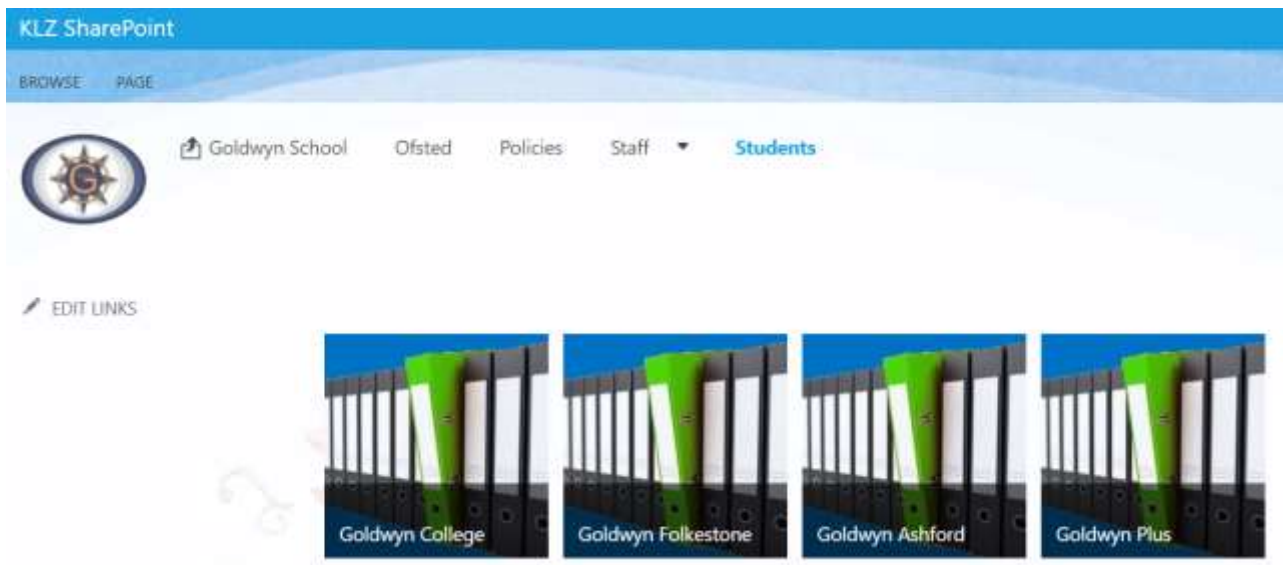
3. Now click on the 'Sharepoint' link



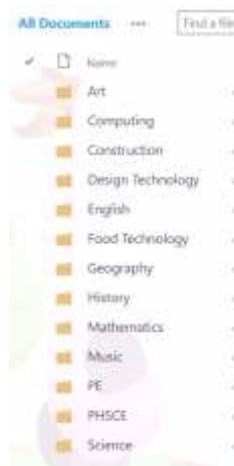
4. Once in Sharepoint, select the 'Students' icon



5. Now select your Goldwyn school



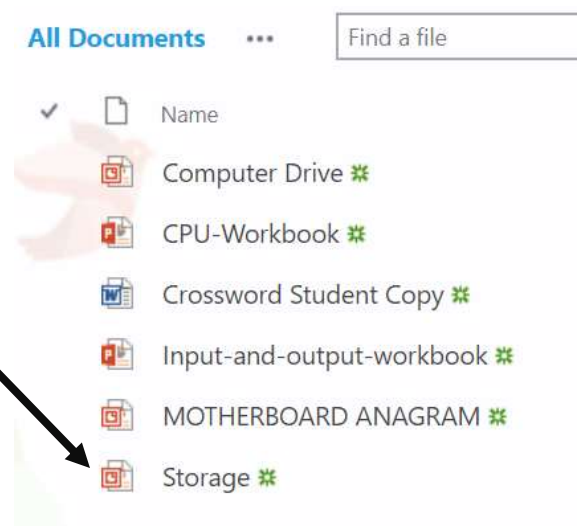
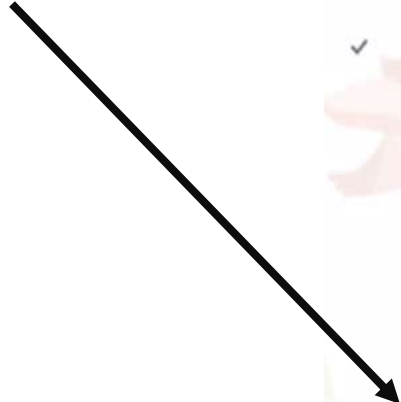
6. Select the Subject to work on



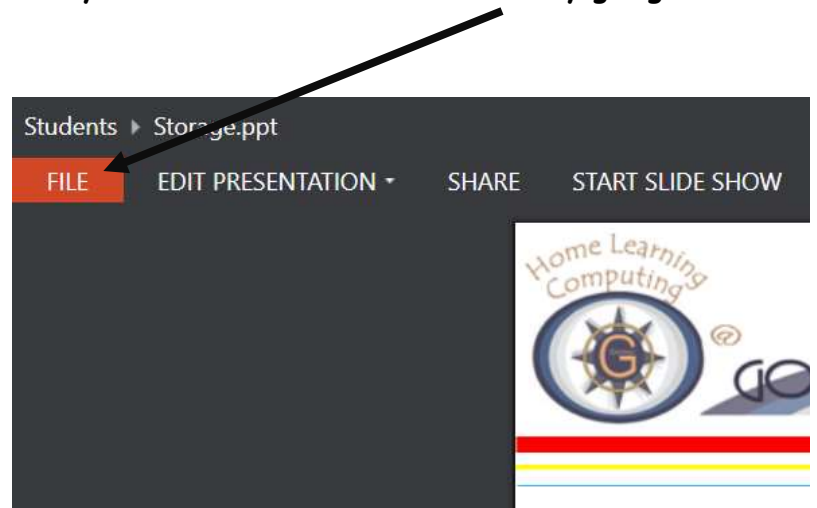
7. Select your Year Group



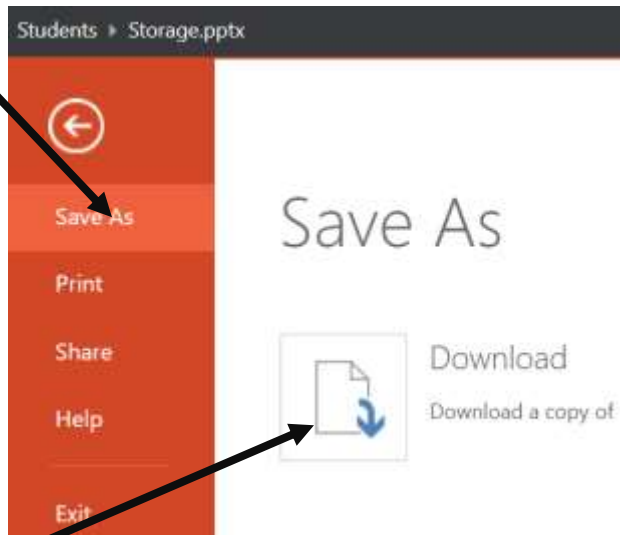
8. Select a Document to open



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



Select "Save as "



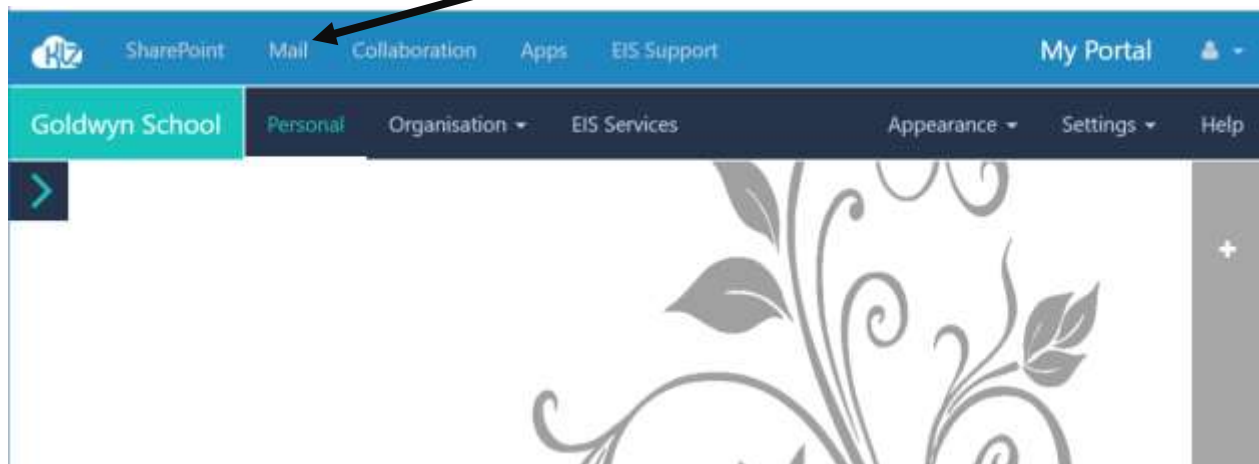
10. Then "Download" and find a suitable location to save it to on your device

11. Work on the document, saving as you go.

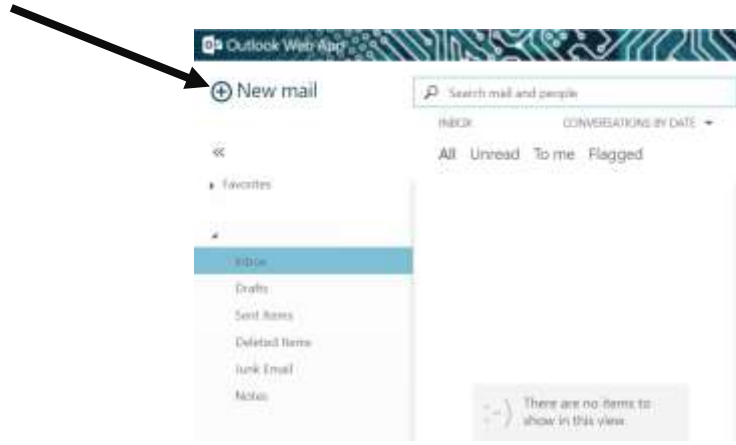
Submitting work

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



Select 'New mail'



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'

