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King's School students use ICT applications in many lessons, and often for homework. Some systems are also used by parents.

IMPORTANT: CHOOSING AND MANAGING PASSWORDS

You are likely to have many passwords for various applications, some of which are unique to you, and others unique to the school. Unless you have a very good memory, **you will need a secure way to manage your passwords**. Please do not write them down.

Please choose *secure* passwords, never share them with each other, and do not re-use school network passwords when creating passwords for other systems. A good resource for choosing a password is [Dinopass](#) (select the strong password option).

Where to find help: Our network support staff can help to resolve issues with school systems, and they can be contacted via the school office. It may help them to understand the problem if you describe exactly what steps you took before the issue occurred, and take a screenshot of any error messages.

YOUR SCHOOL NETWORK ACCOUNT

All students have a school Microsoft account. They use this to log in to computers on the school network with their username and password. Students' usernames follow a standard format. For example, Joe Bloggs who started Year 7 in September 2021 would have a username of **21bloggs.j**.

Students who have forgotten their passwords can see their computing teacher or IT Support for a password reset.

MICROSOFT OFFICE 365

[MS Office 365](#) is a suite of applications which includes MS Teams, MS Word, MS Excel, MS PowerPoint, MS Outlook and many more.

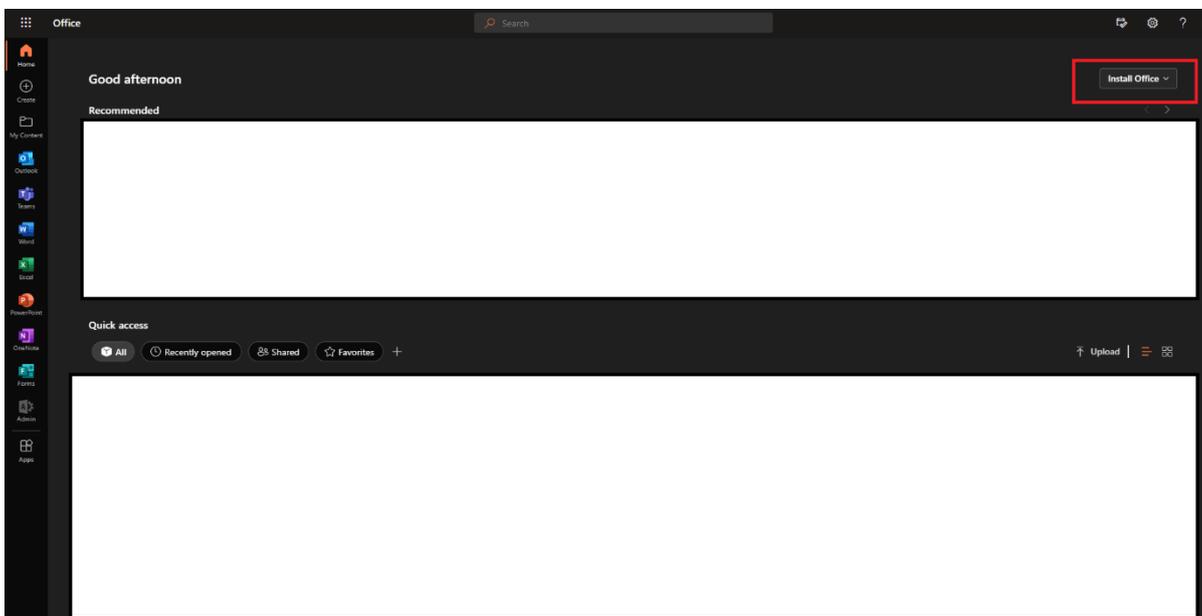
All students can log into MS Office 365 using an email address in the format: Username@**kingsschoolhove.org.uk**. For example, Joe Bloggs who started Year 7 in September 2021 would use **21bloggs.j@kingsschoolhove.org.uk** to log into their MS 365 account.

The password is the same as the school network password. If you are having trouble logging in, check the sign-in options to make sure they are set appropriately to log you into an organisation/school account rather than defaulting to a personal account. Students should speak to their computing teacher or IT Support if they can no longer access their account.

MICROSOFT OFFICE 365 AT HOME

Students can also log into their MS 365 account on their own devices at home. As well as using the applications via a web browser, their accounts entitle them to install desktop versions of the MS 365 applications (Teams, Word, Excel, PowerPoint etc) for school use.

To download the software they should log into their [MS 365 account](#) online and click "Install Office" which should be in the top right hand corner of the landing page. Then follow the instructions to download and install the software.



MICROSOFT TEAMS

Once students have logged into MS 365 (as above) they will be able to access MS Teams. In the coming weeks, all classes will

have an associated team. Teachers may use this to communicate with students and share class resources. They will tell your child when they have set up a Team for their class.

Student communications via MS Teams are monitored and moderated. Conversations should not be considered private and any inappropriate usage should be reported to school staff.

SCHOOL EMAIL

Once students have logged into MS 365 (as above) they will also be able to access their school email account in MS Outlook.

Again, student communications via MS Outlook are monitored and moderated. Conversations should not be considered private and any inappropriate usage should be reported to school staff.

Students should not use their school email address for anything that they may need access to, or a record of, after they leave the school, for example their university applications.

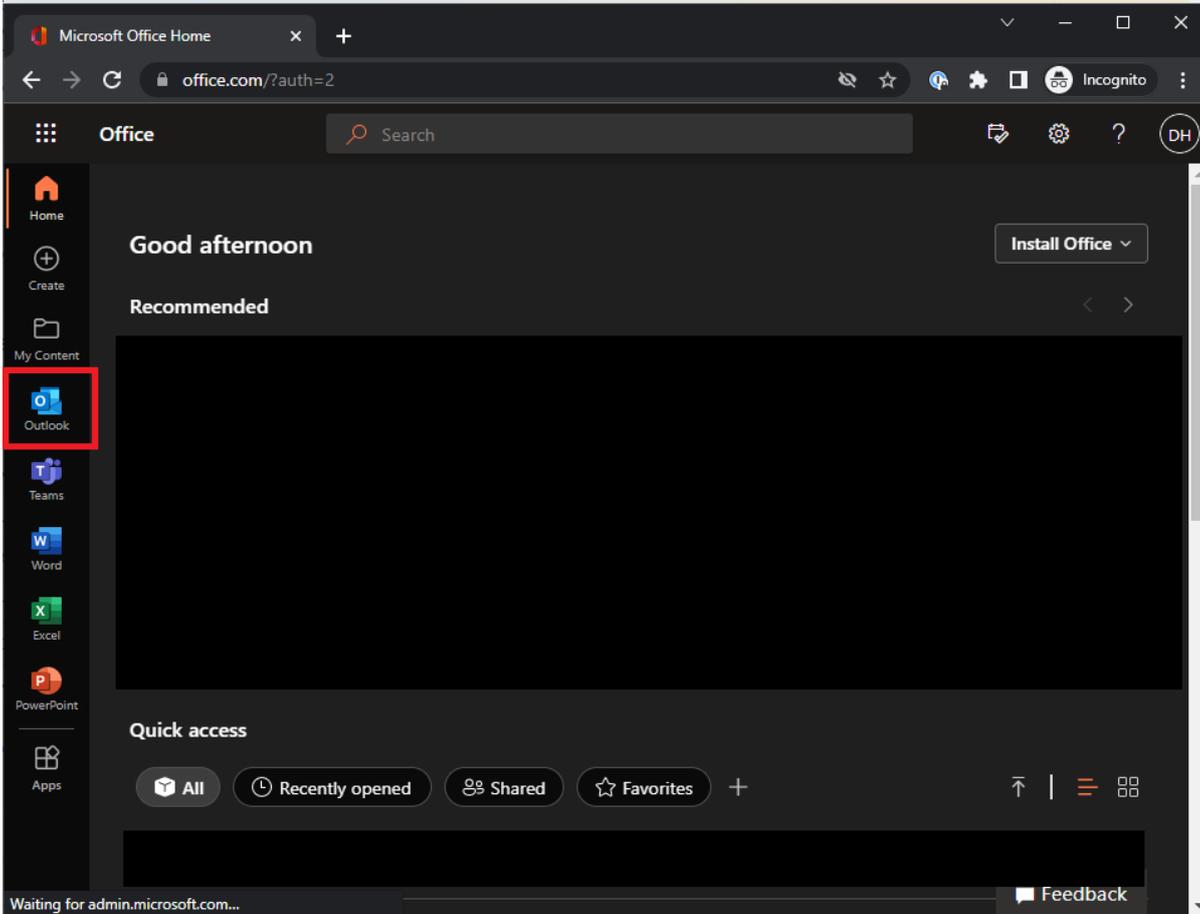
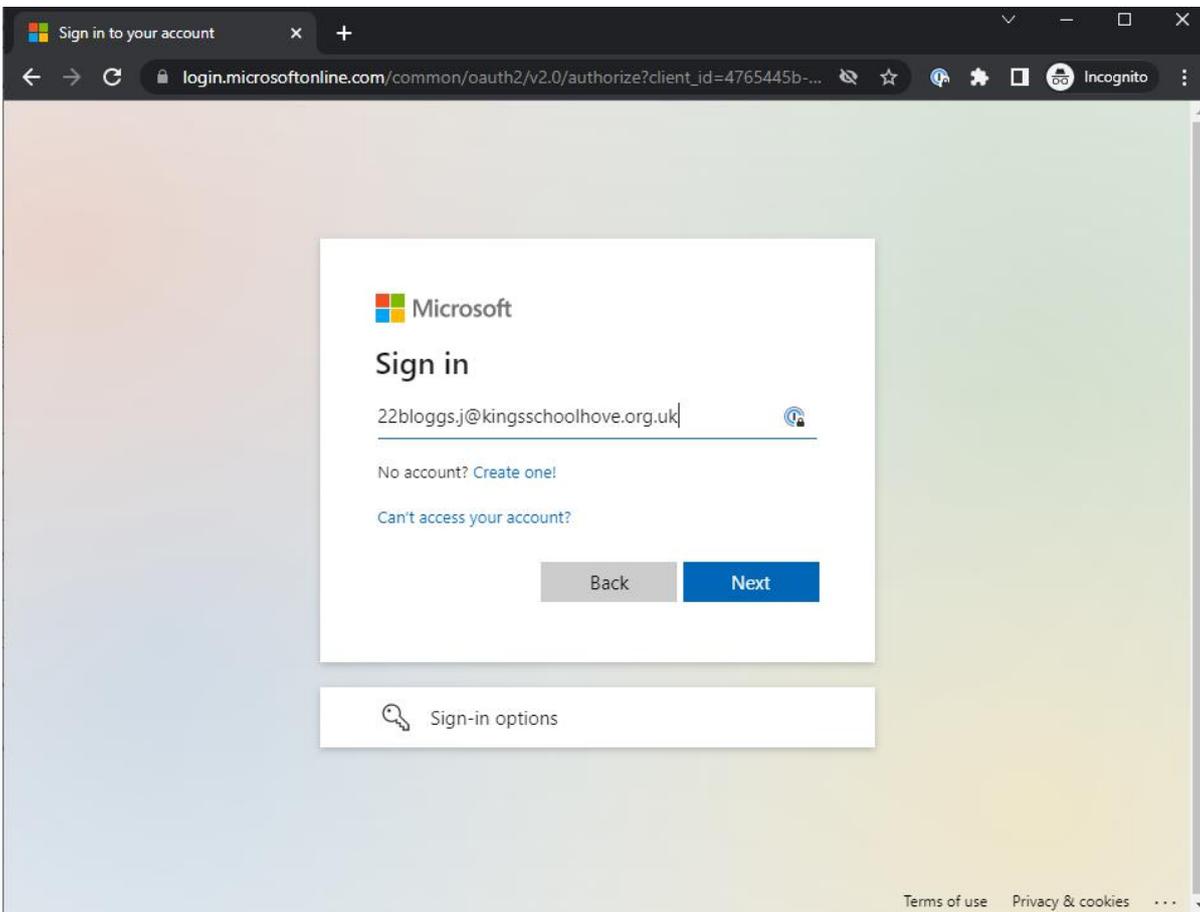


Welcome to your Office

The all-new Microsoft Office lets you create, share and collaborate all in one place with your favorite apps

Sign in

Get Office



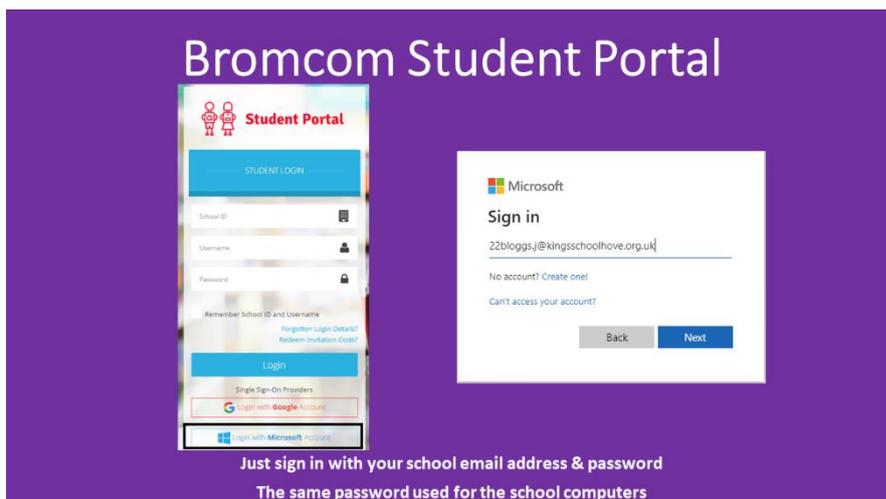
BROMCOM STUDENT PORTAL AND MYCHILDATSCHOOL (MCAS) PARENT PORTAL

Bromcom is a Management Information System, used to manage many aspects of school administration. Students are encouraged to check the [Bromcom Student Portal](#) regularly to keep up to date with their

homework and check their timetable. We also use Bromcom to report on student behaviour. The parent version of the portal is called [MyChildAtSchool](#) (MCAS) and it includes all messages sent to parents by the school.

Student account: As of December 2022, students are now able to sign into Bromcom using their Microsoft Account and their password. This is the same details used for the school computers & Seneca. This should help eliminate the need to remember multiple log ins.

Parent account: Parents need their own login credentials for [MyChildAtSchool](#). The school sends parents their MCAS invitation code by email, with instructions on how to create an account. Again, if you have lost the email, please contact the school office.



Trouble logging in?: When creating the account, you will be asked to enter an email address. You will need to confirm the address is valid by clicking a link in a verification email, so make sure it is an email account that you can access. However, if you are using a password manager to store login credentials, be careful not to store your email address as the username - Bromcom login screens require unique Bromcom/MCAS username provided by the school in the invitation letter/email, rather than your email address.

Logging In: Once the student or parent account has been created, for subsequent logins you will only need your unique Bromcom/MCAS username and password. Please keep these safe.

Bromcom mobile apps: As well as the web versions of these portals there are handy apps that you can install on your phone - available from the usual app stores. Installing these will help to ensure you never miss a communication. If using the apps then you will be prompted to set up a PIN or use your fingerprint to log in.

Once you have installed the app, your school letters will go to the app rather than to your email address. If the app has stopped working, try re-installing it.

We strongly recommend students use the Bromcom app rather than the web version of the portal.

Parent app

iOS <https://apps.apple.com/gb/app/mychildatschool/id1394575255>

Android <https://play.google.com/store/apps/details?id=com.bromcom.mcas>

Student app

iOS <https://apps.apple.com/gb/app/bromcom-student-app/id1475079148>

Android <https://play.google.com/store/apps/details?id=com.bromcom.studentapp>

PARENTPAY

We use [ParentPay](#) for collecting payments from parents, including for school meals and trips. In order to set up an account for the first time parents will need to refer to the activation email sent to them by the school. If you have lost this, please contact the school office.

STUDYBUGS

We encourage parents to use [StudyBugs](#) to report a student's absence from school, as it is more efficient than emailing or telephoning. You can set up and manage your own account for this, and there is a handy app available for your phone too (just search for Study Bugs in your usual app store).

DR FROST MATHS

All students have Dr Frost Maths accounts to help support their study of Maths. Often teachers will set homework using this platform. Students should [log in here](#) using their school email address, which is in the format 21bloggs.j@turinghouseschool.org.uk. The first time they log in they will use the default password given to them by their maths teacher in the homework instructions - please watch the video linked below if you are unsure. They will then be prompted to set up their own password, which they will need to remember (or store in their password manager if they have one).

Beware: If you mistype the email address, an error message will appear saying the account does not exist. Please do not create a new account - the school has already created the students' accounts. Try logging in again, making sure your school email address and the password are entered correctly (the instructions and video above should help). Make sure you are not using capital letters, because the credentials are case sensitive. If you still cannot log in, please contact your maths teacher for further help.

PEARSON ACTIVE LEARN

The Spanish department uses [Active Learn](#) for homework. The school creates the accounts. The username format is 21bloggs.j. Teachers will give students the password.

SENECA

Students have free access to [Seneca](#) - a revision and homework platform. The website covers exam-board specific courses, condensing what students need to know and helping to identify gaps in learning. For instance, when you get a question wrong, the platform will repeat the topic in different formats.

Students can log into Seneca using their school email address and the password that they created when they first set up the Seneca account in class. If the password has been forgotten, please speak to your teacher.

Individual teachers may give students a class code, to attach to their Seneca accounts, so they can monitor learning e.g. for History, the Key Stage 3 code (for year 7-9) is mNdZ-o9kp and the Key Stage 4 code (for year 10-11) is jqn_NVNTV.

All students can login with their Office 365 Credentials however where students have existing accounts they should continue to use their current login details.

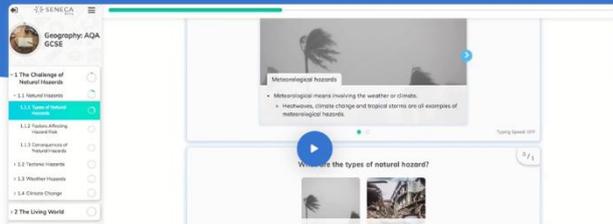
Learn 2x faster for free with Seneca

Join 6,500,000 students using Seneca as the funnest way to learn at KS2, KS3, GCSE & A Level. And it's free!

Students, use for free

Teachers, use for free

Parents, use for free



Login

Welcome back

Continue with Google

Continue with Microsoft

or

Email

Password

[Forgot your password?](#)

Login with email

Don't have an account? [Sign up](#)



Sign in

22bloggs.j@kingsschoolhove.org.uk

No account? [Create one!](#)

Can't access your account?

Back Next

Email

Password

 Sign-in options