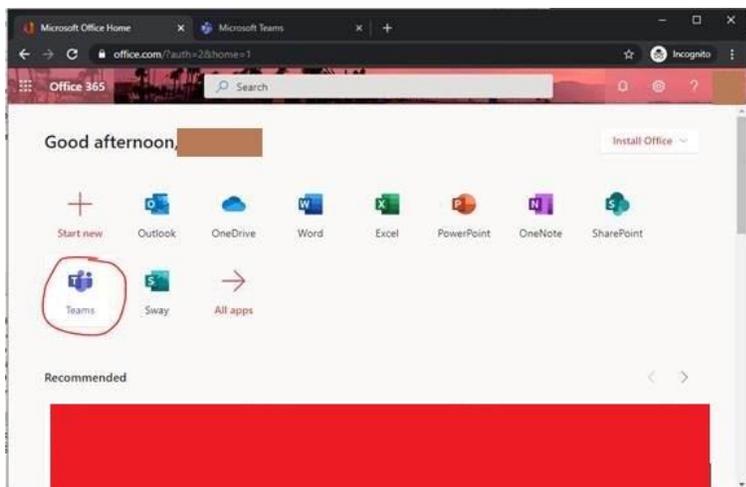


## FAQ/Guide

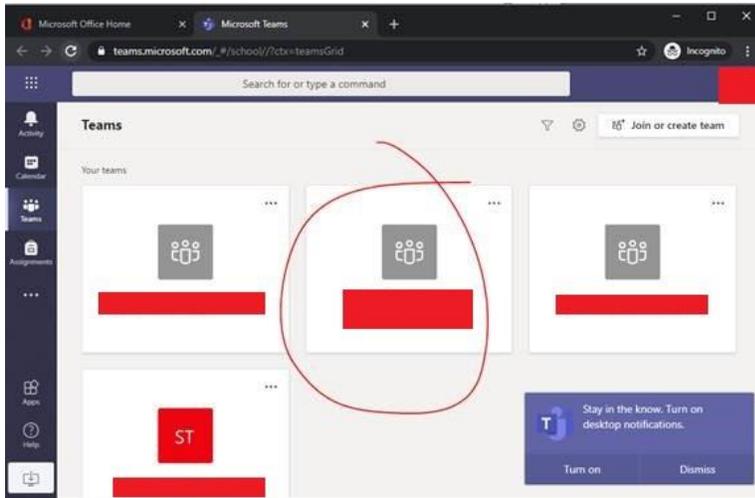
- All students email address follow the same template  
(Username for school computers).student@sheffieldsprings.org)  
Or  
(Username for school computers).student@sheffieldparkacademy.org)
- When using Teams please download the document/work set first from Teams then edit on your own device and re upload where your form tutor has told you to.
- If students are having any signing in issues please try using another web browser (Crome or Internet Explorer) or fully close and reopen the browser.
- If your child has forgotten password please email [homesupport@unitedlearningyorks.org.uk](mailto:homesupport@unitedlearningyorks.org.uk) and provide the following details School, Student Name, Year Group, Form Group and this will help us get back to you quicker with a new password or further security questions.

Where are the Assignments/Teams? I can't find any, it's just asking for a code?

Once you log into to Office365, you need to select "teams"



Once loaded, there should be your allocated Teams for you to view. You need to select the applicable team.



Once inside the team, there will be a button at the top of the screen called “assignments”



All the assignments should be listed in there.