

Setting up Office 365 and Show My Homework @ Highfields School

This guide will show you how to setup your account details with Office 365 and then how to access Show My Homework. You will **first** need to setup your own password for Office 365 - to do this you must first use our temporary password and then choose and setup a new password of your choice.

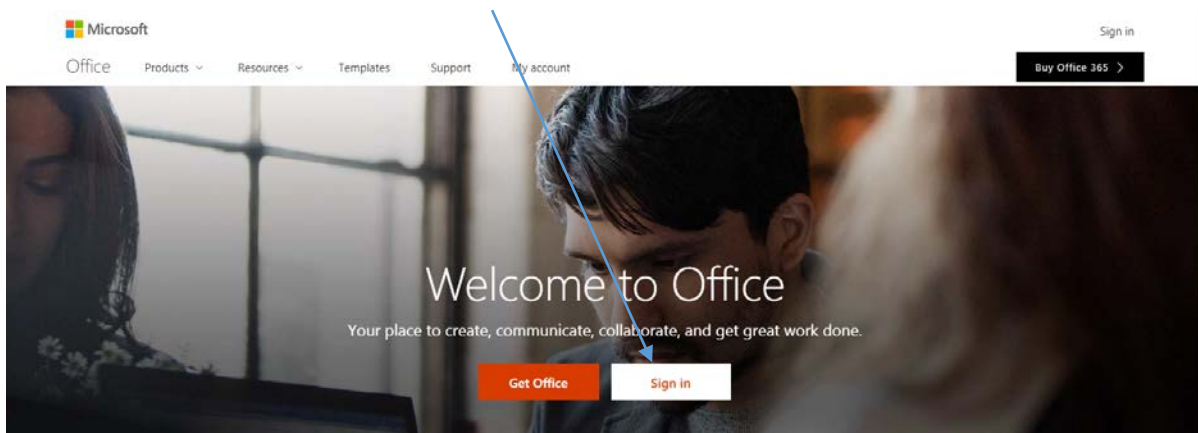
Show My Homework now uses Single-Sign On to login **which means you will use your Office 365 details to login in to Show My Homework** (so you will only need to remember one password, your O365 one). Once you have setup and accessed Office 365 you can then follow the steps and use the same login information to access to Show My Homework.

The email format will be your first name initial + your last name + the number '17' + @hswv.co.uk – e.g. 'rwolverson17@hswv.co.uk'

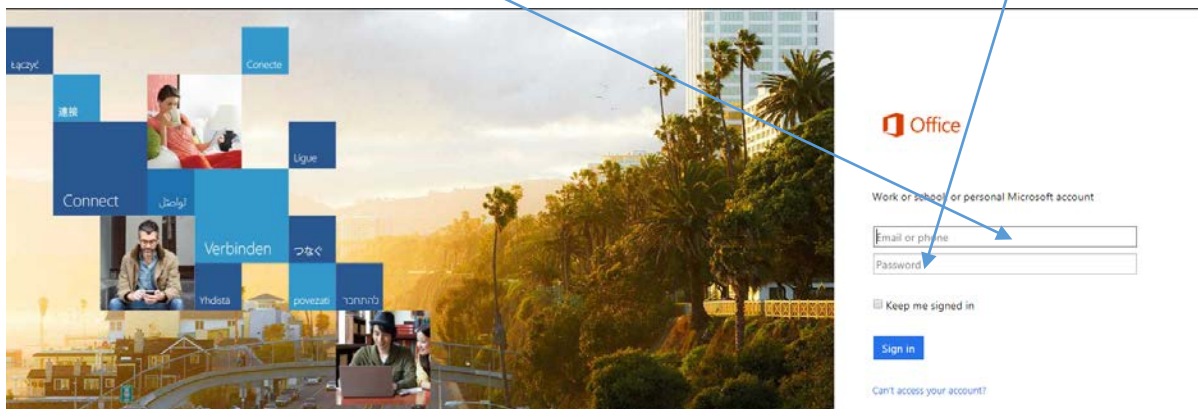
The temporary password will be '**Welcome!**' (careful you copy it exactly but not the quotation marks)

Step Guide to how to set up your O365 & Show My Homework accounts

1. Visit www.office.com and select 'Sign in'



2. Enter your email address e.g. 'rwolverson17@hswv.co.uk' and then the temporary password 'Welcome!' and then select 'Sign in'



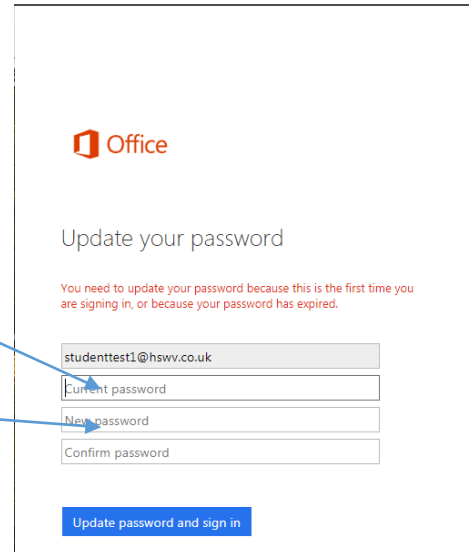
3. You will then be taken to a page where you must setup your own password. The new password must meet these criteria:

- a. 8-16 Characters in length
- b. Contain both Uppercase and Lowercase letters
- c. Contain a number or symbol

Enter the temporary password (Welcome!) in the 'Current password' box

Enter your new password in both the 'new' and 'confirm' password boxes

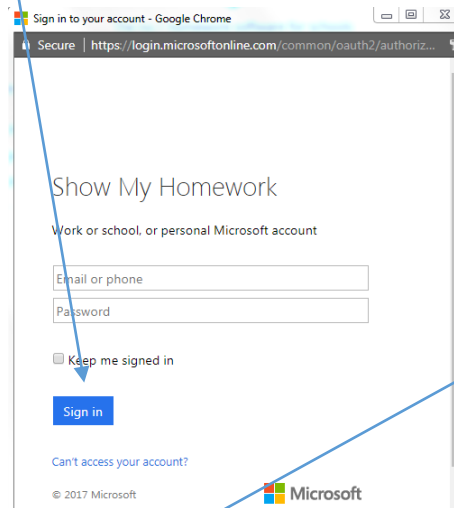
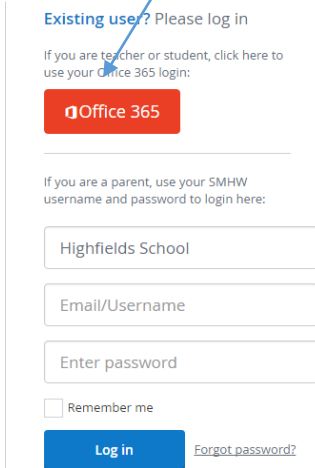
Now press 'update password and sign in'



4. Now to access Show My Homework please visit www.hswv.org.uk and select the Show My Homework icon from the right hand menu



5. You should now be on the Show My Homework login page – select the **red Office 365 button** and enter the details you've setup in Office 365 and select 'Sign in'



6. You should now be logged in to Show My Homework

