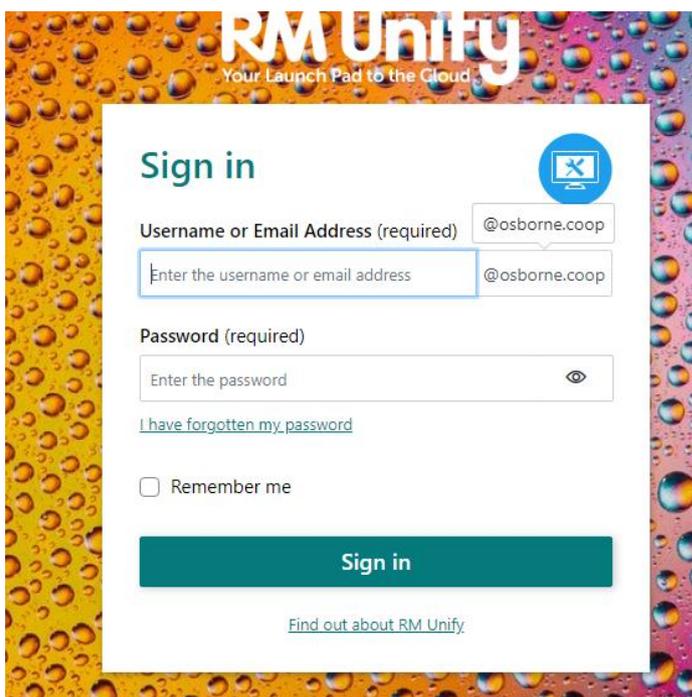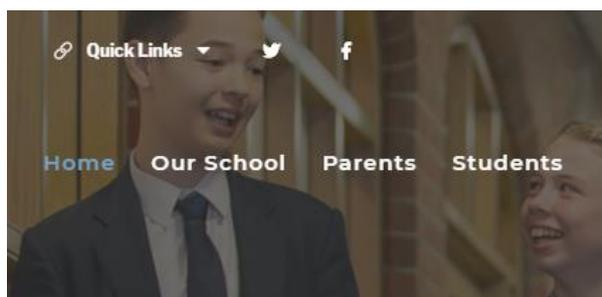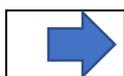## How to access the schools portal from home

Brentwood County High School uses a web-based launch pad for easy access to school resources. This can be accessed from a computer/device that is connected to the internet. Once you have logged into the launch pad, you will see 'tiles' that are quick links that lead you to the key tools for working from home. Such as your Mail and Teams.

How to log into BCHS Launch Pad via RM Unify:

1. Locate the school website https://www.bchs.essex.sch.uk/
2. Locate Quick Links drop down menu and choose RMUnify/Email

You should then see the RMUnify sign in page as above. Enter your username, for example: **18SmithZ.bch.** If there is no @osborne.coop at the end as above you will need to add this. The full username should read: **18SmithZ.bch@osborne.coop**.

Now enter your password. This should be same computer password you as a student use in school.

Q What If I cannot remember my password and I am at home?

A. Your parent/carer can email and request a password re-set. Email: itsupportteam.bch@osborne.coop. We will then send you a new password. If you are in school your class teacher can request a password change for you.

N.B Please do not use the forgotten password option when trying to sign in through RMUnify.

Having now successfully logged in you should be able to see various 'tiles' such as Teams, Mail and OneDrive etc. for Teams click on the relevant Team tile and open in a new browser. Alternatively if you wish to access Teams only then you can click on Student then Teams via our School website.

When joining Teams from the Launch pad area Select Teams from the selection of tiles

Please make sure that:

Your camera and microphone are off unless your teacher has instructed you otherwise. These icons will appear near the bottom of the screen when entering a meeting.
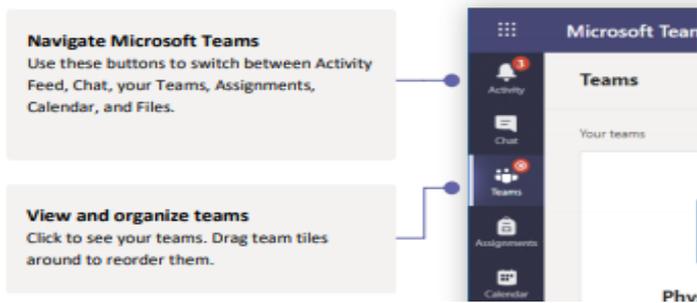
If your teacher/s have already set up class teams and added you, you'll see one or more class team tiles.

If you don't' see any class team tiles your teacher may have invited you to join via an email link through your school email account. You can then add this event to your calender(by accepting the invite).

When in Teams you teacher may have started started the meeting. You should see a pop-up notification at the bottom right corner of your screen announcing the start meeting location (the channel). Select **Join** to join the meeting.

You can also go to your Teams Calender. All of your online meetings are listed there. To join a meeting, double-click the meeting in your calender and select **Join** in the upper right corner. Right-

click the meeting in your calender and select **Join online.**

For additional information Microsoft Teams has a 'help' area. It is found at the bottom of the page, as depicted below.