

Archbishop Tenison's School: Satchel One

- Every parent has a **unique parent code** which can be used by up to five people or on five different devices.
- If you have not already received this, then please ask your child to obtain it from their **form tutor**.
- Below you will find instructions on how to register your parent/carer account and access the resource using the app.

Step 1

Using the relevant app store for your device search for 'Satchel One' and download the app. The logo looks like this:



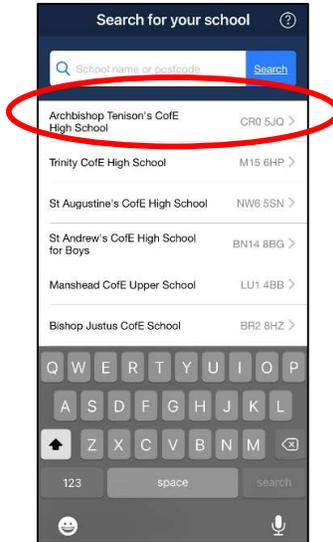
Step 2

Once you have downloaded and opened the app for the first time you will need to enter either the name of the school or the school's postcode (**CR0 5JQ**) into the search box.



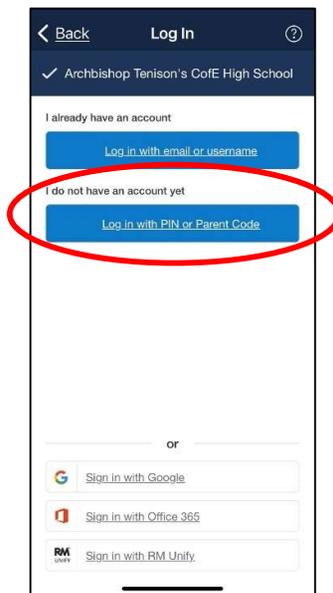
Step 3

The school's name and postcode will then appear on a list and you will need to click on this to select our school.



Step 4:

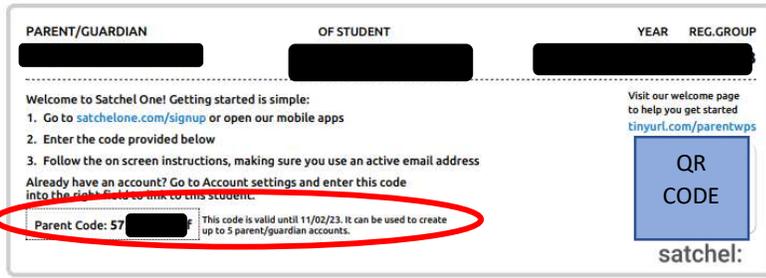
You will then see this screen:



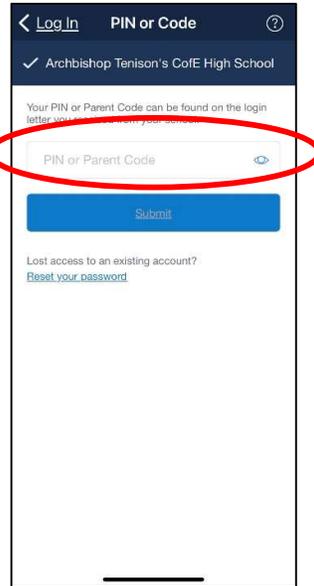
You must select 'I do not have an account yet' and 'Log in with PIN or Parent Code'

Step 5:

Enter your unique Parent Code – this can be found on the slip that was provided by the school and can be located here:

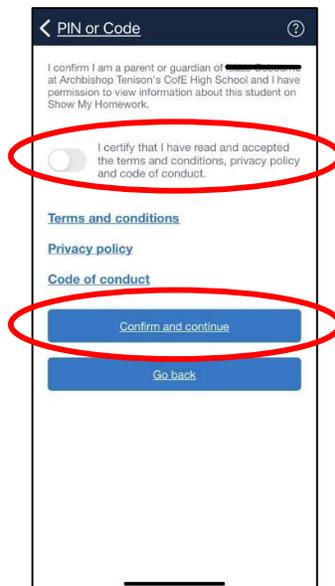


Enter your unique Parent Code here

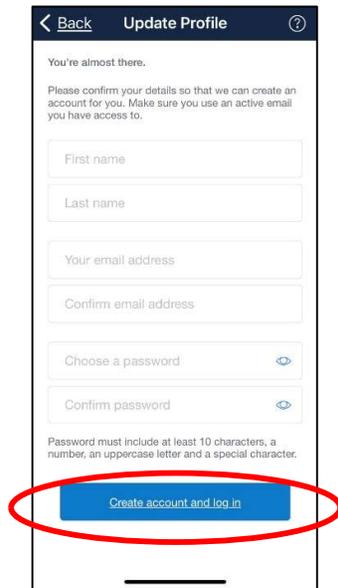


Step 6:

Please confirm that you are logging in to the correct pupil's account and that you agree to the terms and conditions. Then select 'confirm and continue'.

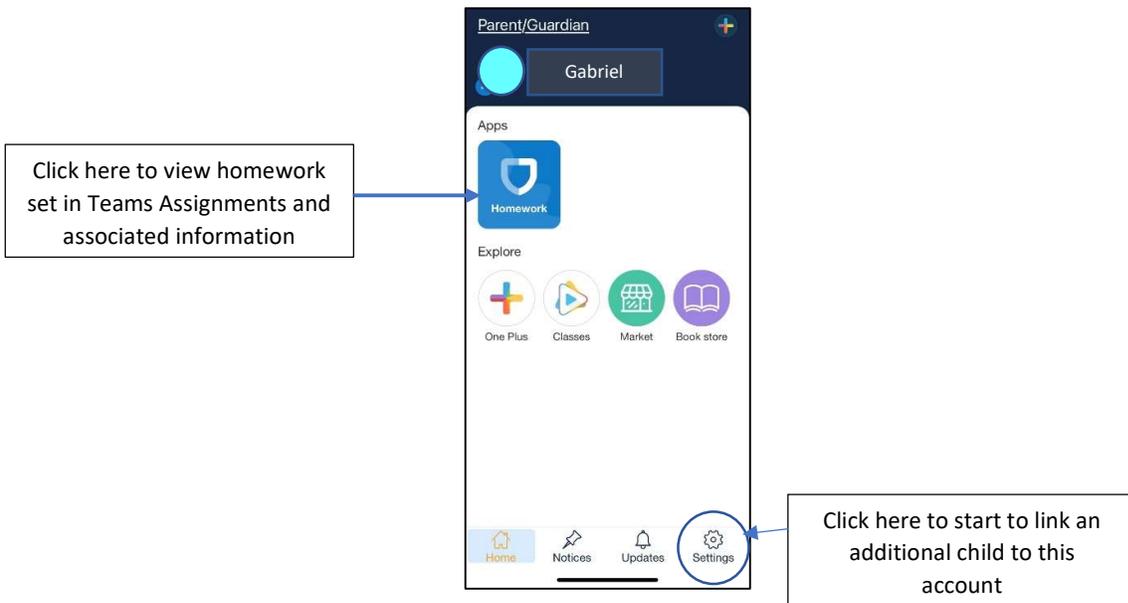


Step 7: Enter your details and then select 'create account and log in'.



Your account is now ready to use. Your device should save your details so that you do not need to enter them every time you access it. However, you can gain access again by typing in your email address and password.

Your screen should look like this:



Linking more than one child in the school

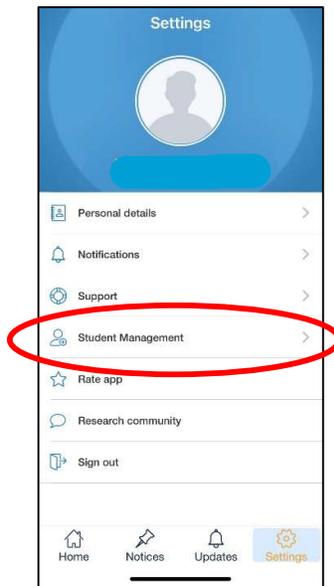
If you have more than one child in the school, then you can link their parental accounts together.

Step 1:

Once you have set up your first parental account for your first child, open the settings menu (see above):

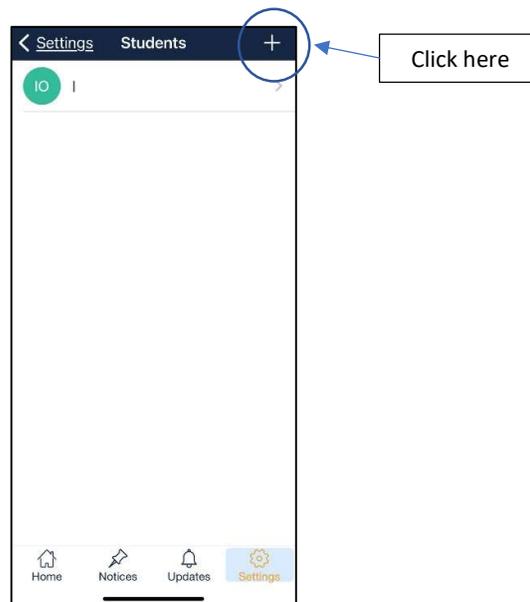
Step 2:

Select Student management



Step 3:

Select the 'add student' icon



Step 5:

Enter the code for the next child you would like to link your account to and click next. You should then have two pupils listed on your Satchel: One app:

Cancel Enter parent code

Add an additional child to your account by entering the Parent Code on the login letter your child received from their school.

 Archbishop Tenison's CofE High School >

Parent code

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