

Satchel One Parent Set Up Guide



One school. One family.

kimboltonschool.com



Introducing Satchel One

We've listened carefully to parent feedback and know how important it is for parents to be able to see the homework their child has been set, so they can support them from home.

That's why we're excited to be using the Satchel One platform. This tool makes it easy for parents to view homework and stay up to date with what's expected.

Please find instructions below on how to sign up if you would like to make use of this facility.

Obtaining a parent code

Obtaining a Parent Code allows you to create a new parent / guardian account or recreate an existing account you have lost access to.

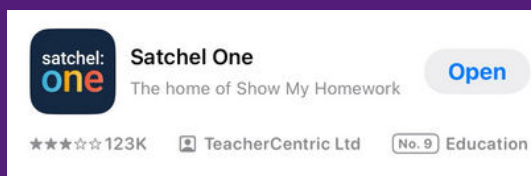
Please follow the guidance below to obtain an up-to-date Parent Code (please note that Parent Codes expire 3 months after being generated).

There is the option to access Satchel One via an app or web browser and instructions are included for both.

The same code can be used to create up to 5 parent / guardian accounts, so feel free to share this code with those who need access to your child's Satchel One account.

Retrieve code from pupil account

Option one: via the mobile app



**Download the Satchel One
from your app store**

1. Enter Kimbolton School when asked for school name.
2. Select Log in with Microsoft account.
3. Enter pupil school username and password.
4. Accept permissions.
5. Once logged in, go to Account Settings (top left).
6. Choose Parent Code (bottom right).

Option two: via a web browser

1. Go to www.satchelone.com
2. Enter Kimbolton School when asked for school name.
3. Select Log in with Microsoft account.
4. Enter pupil school username and password.
5. Once logged in, go to Account Settings.
6. Scroll down to My Parent Code and click Show code.

Creating your parent account

On the mobile app

1. Search for your child's school (by name or postcode).
2. Choose **sign up with parent code** at the bottom of the login screen.
3. Enter the Parent Code provided by your child.
4. Confirm that you are linking the correct child and accept the T&Cs.
5. Fill out your personal details and choose a new password
6. Verify your email by clicking the link sent to your inbox.
7. If you can't see the email, check your junk/spam folder.
8. Log in with your new details to complete setup.
9. You will now have a homework option to see the homework set for your child.

Creating your parent account

On a web browser

1. Go to the [Satchel One login page](#).
2. Click the Parent tab, then select "I don't have an account yet."
3. Search for your child's school (by name or postcode).
4. Enter your email address (must be one you can access) and your Parent Code.
5. Click Sign up.
6. Confirm your details and fill in your personal information.
7. Check your inbox for an email from noreply@teamsatchel.com to verify your account.
8. Accounts not verified within 28 days will be deleted.
9. If you don't see the email, check your junk/spam folder.
10. Once verified, sign in using your new login details.

Creating your parent account

Email verification

1. After clicking the link in your verification email, you'll be taken to a unique login page.
2. You must log in on this page to verify your account — logging in elsewhere or only clicking the link will not complete verification.
3. Use your email and password to log in.
4. Logging in via Google or Office 365 Single Sign-On will not verify your account.

Adding another child to your account

1. Please ask your child to retrieve a parent code as per the instructions above.
2. Open the Satchel One app and go to Settings > Student Management.
3. You'll see the students currently linked to your account. Tap the + button (top right).
4. Enter the new Parent Code provided for your other child.
5. Once linked, the child will appear in your account.
6. To switch between children, simply tap your child's avatar:
7. Tap your child's image to view all linked students.
8. Select the student whose details you want to see.



One school. One family

