

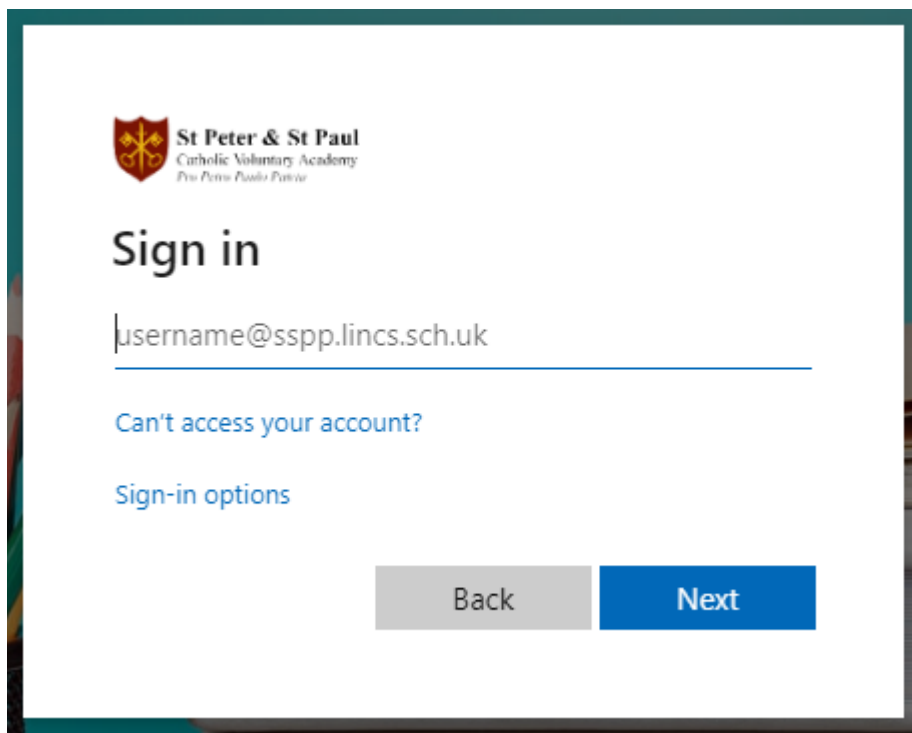
# SharePoint Access – Students

To access SharePoint, please go to the “Student Area” on the school website and click the link below:



[SharePoint](#)

This will take you to a login page that looks like this:

A screenshot of a SharePoint login page. At the top left is the school's crest and name: "St Peter & St Paul Catholic Voluntary Academy" with the motto "Pro Petris Paulo Patrice". Below this is the heading "Sign in". A text input field contains the placeholder "username@sspp.lincs.sch.uk". Underneath the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.

For the username, enter your **school username** with @sspp.lincs.sch.uk after it.

For example, [16DoeJohn@sspp.lincs.sch.uk](#)

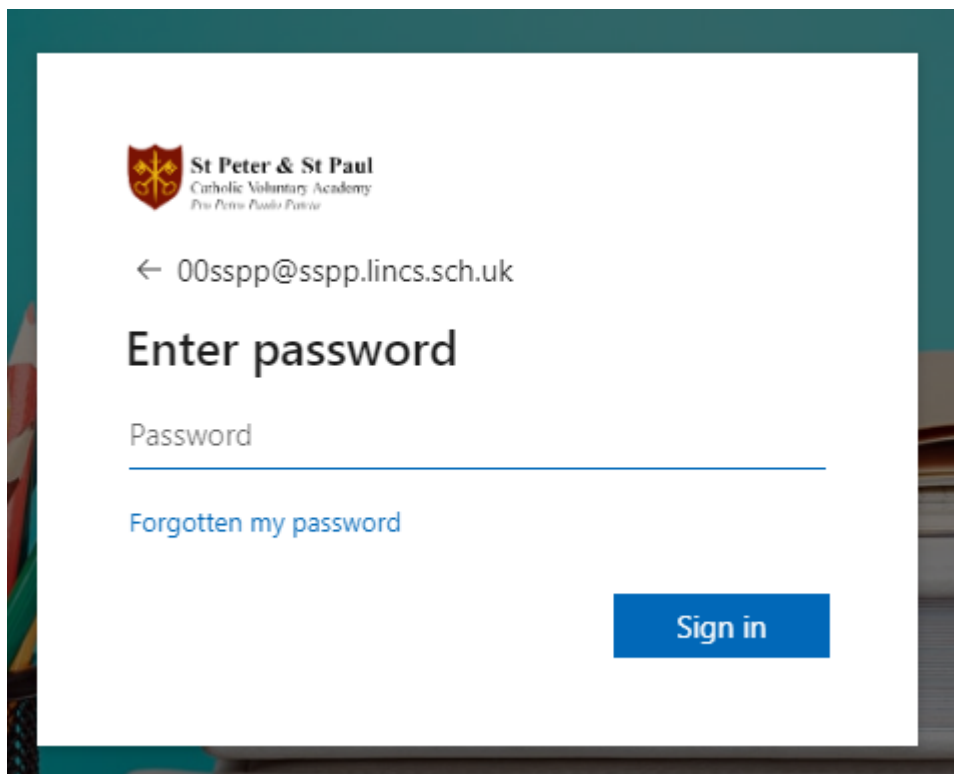
This follows the format [NumberLastnameFirstname@sspp.lincs.sch.uk](#)

The number corresponds to the year that the student is in:

Year	Number
7	19
8	18
9	17
10	16
11	15
12	14
13	13

For example, a Year 8 student called Jane Doe will have the username 18DoeJane@sspp.lincs.sch.uk

Press enter and a new page that looks like this will appear, asking for your password:

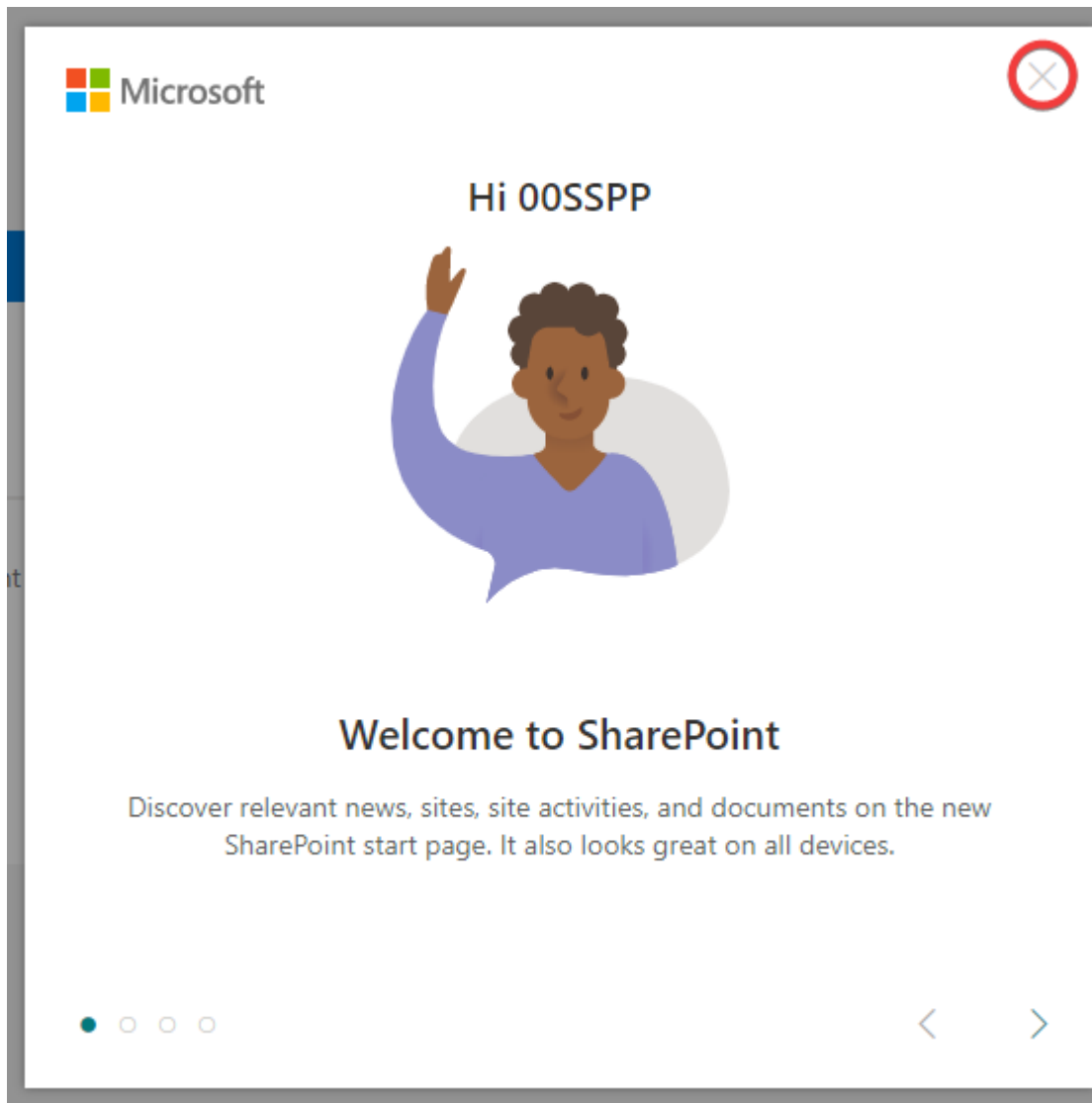


The screenshot shows a login page for St Peter & St Paul Catholic Voluntary Academy. At the top left is the school's crest and name. Below that is the email address 00sspp@sspp.lincs.sch.uk. The main heading is 'Enter password'. There is a text input field labeled 'Password'. Below the input field is a link that says 'Forgotten my password'. At the bottom right is a blue button labeled 'Sign in'.

Enter the **same password that you use for the school computers** and then press the “Sign in” button.

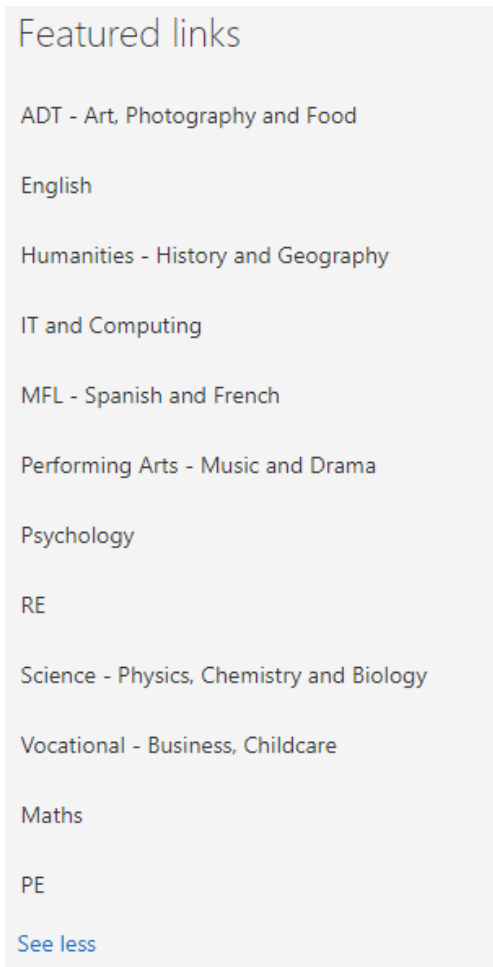
If it asks you to stay signed in, you can click “Yes”.

This will take you to the SharePoint home directory. You may get a popup as follows:

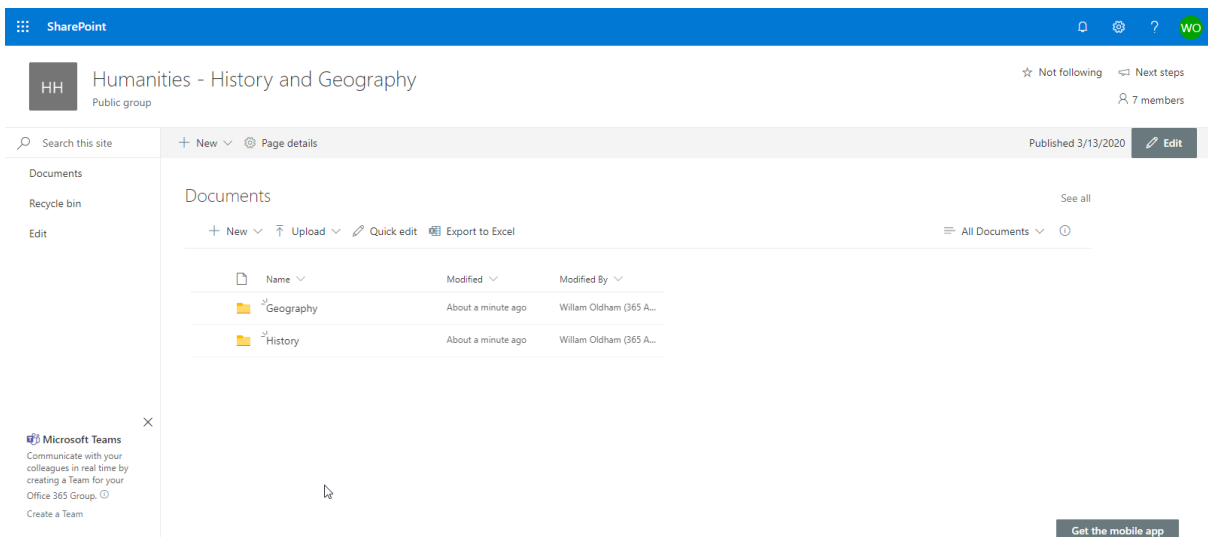


Simply click the X in the top-right hand corner as indicated.

Scroll to the bottom of the page and you should see the departments on the left-hand side as shown below:



Click on the department you are a part of, and you should see a list of the folders:



Here, you can access the files that have been put up for the students. The files are separated by subject and year group.