## Synergy Student Portal/Office 365 Single Sign-on

For years 7-10

## Step 1.) Active Microsoft 365/Onedrive

If you haven't done this step already, visit <u>www.office.com</u> and log in using your full school email address and password. There is a guide <u>here</u> if you haven't used the Office 365/One Drive service before.

## Step 2.) Log-in to Synergy

The Synergy Student Portal allows students to easily see what homework has been assigned by class teachers for each of their timetabled lessons.

To sign in visit <u>https://thedeanery.schoolsynergy.co.uk/</u> and click **`Sign in with Microsoft 365'**.

WELCOME	
The Deanery High School	
Email or Username	
Password	
LOGIN	
or Jgin with	
SIGN IN WITH MICROSOFT 365	-Staff and Students
RESET From the second	
REGISTER PARENT ACCOUNT	The
	-16

You will then be forwarded to the Microsoft Office 365 log in page. Log in using your **full school email address** (e.g. *23BloggsJo@deanery.wigan.sch.uk*) and password. Allow any permissions they Synergy requests to access your Office 365 account.

Microsoft		
Sign in		
Email address, phone	e number or Sky	ре
No account? Create one	<u>!</u>	
Can't access your accou	nt?	
Sign-in options		
	Back	Next

Your Synergy Student Portal homepage will then load.

This is your Synergy Student Portal Homepage.

Here you can easily track what work has been set by your class teachers under `My Homework  $\mbox{Due'}.$ 

BUILTETIN AND NOTICES (OLLICK VIEW)	VIEW BULLETIN		UPCOMING EVEN		
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		-			
MY HOMEWORK DUE			PREVIOUS	TODAY NEXT	
MY HOMEWORK DUE VIEW ALL 11b/Ma3 Mathematic	TIMETABLE	10 Tue We	PREVIOUS PREVIOUS rd rd rd 02/20 Thu 02/204/20	TODAY NEXT Fri 03/04/20	+++++

Click on a task to view its details and deadline. As you are also signed in to Office 365, you can easily click on links to documents and images relating to the work that has been set.





You can easily see previous work that has been set by adjusting the week view on your homework schedule by clicking 'next' or 'previous'.

## Student Portal e | Student Bulletin | School Calendar | Timetable | Ho PREVIOUS TODAY NEXT HOMEWORK SCHEDULE SCHEDULE STATUS & ASSESSMENT Mon Tue Wed Thu Fri 30/03 31/03 01/04 Set Wed Set Mon Set Tue 11b/Ma3 11/Sc-S 11b/Re5 Rel. Ed. Mr Short Mathemat Mr Dann Science, d Mrs Cowle Due Mon 11A/Hc1 Hosp & Ca Mrs Martin 11/Sc-S