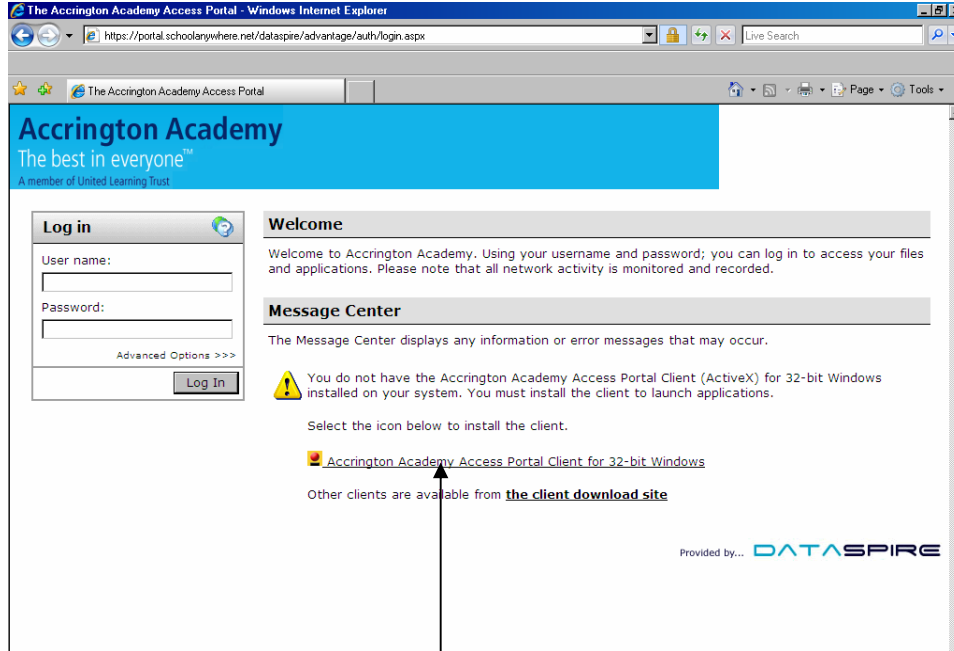


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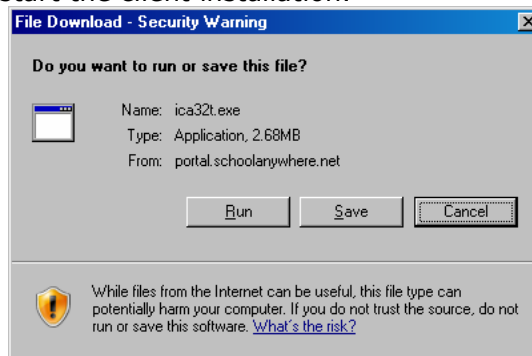
Step 1

- Open Internet Explorer and go <https://portal.accrington-academy.org> (Note: **https**)



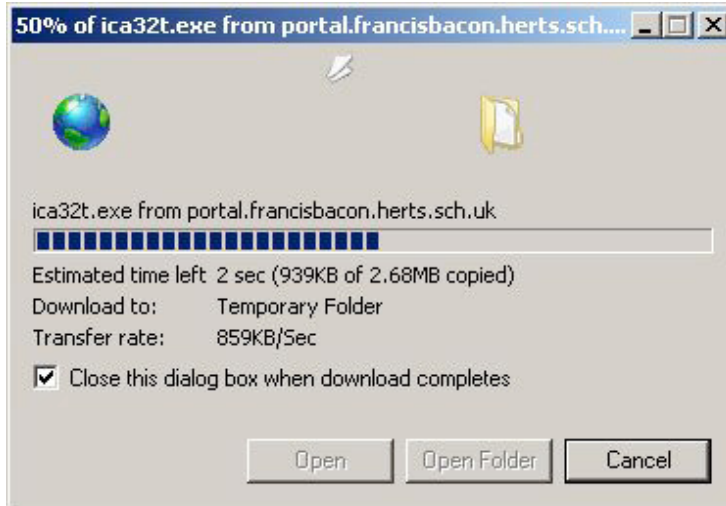
The web page will display a message if you do not have the client software installed.

- If the message appears click on the link "[Accrington Academy Access Portal Client for 32-bit Windows](#)" (**Note:** You will only have to install the client once)
- Click "Run" to start the client installation.



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- The client will be quickly downloaded to your computer, depending on your connection speed.



- Once downloaded click "Run" to start the installation.

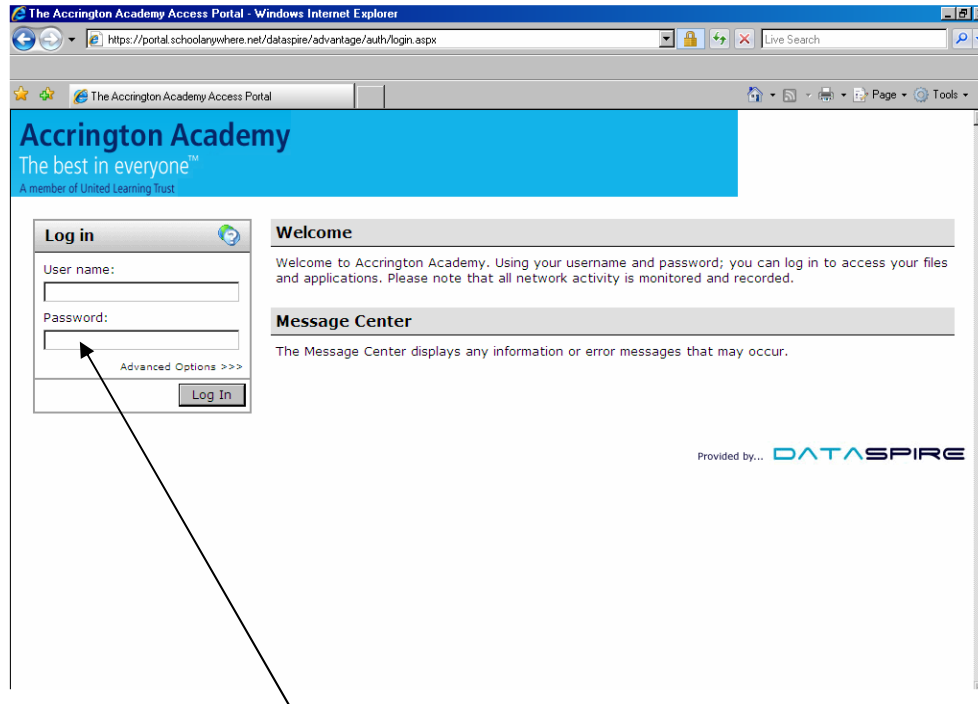


- At the Security Warning message click "Run"
- Click "Yes" to install the client.
- Click "Yes" to accept the licensing agreement
- Click "OK" when completed and close your Web Browser to finish the installation.

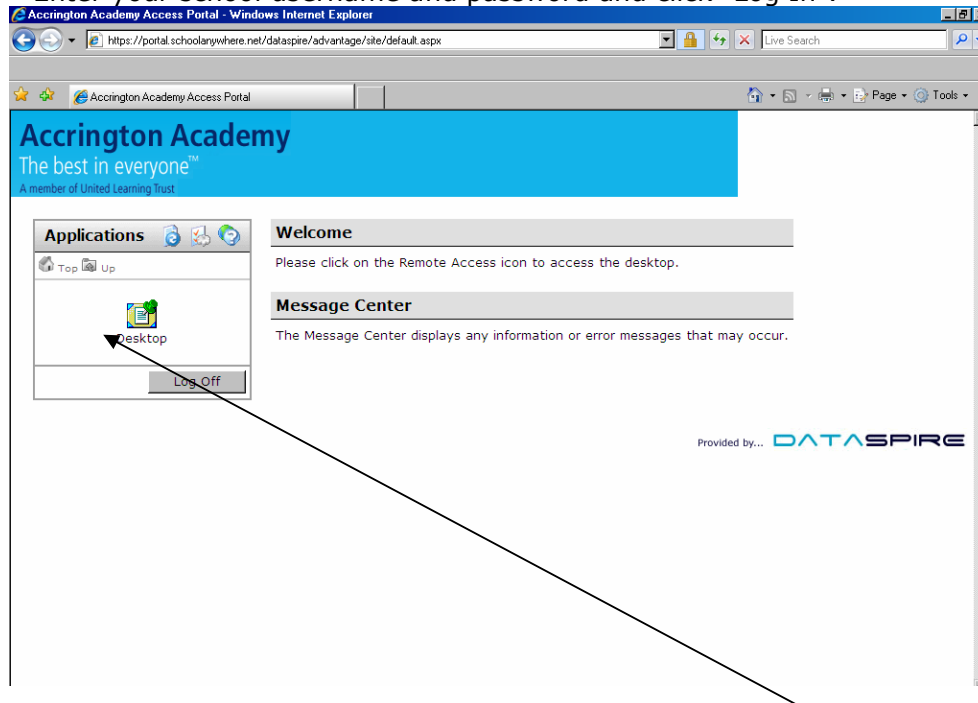
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Step 2

- Re-start Internet Explorer and go to <https://portal.schoolanywhere.net>, this time no warning message should appear.



- Enter your school username and password and click "Log In".



- After a successful logon you should see the following Icon "**Desktop**"
- **Desktop** runs the full windows desktop so you can access all your schools applications, files and shared areas

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Step 3

- Click the icon to make a connection.
- When connected you will be able to access your Home folder and all school data.

Trouble Shooting

If you are experiencing difficulties gaining access to your portal it may be due to one or a combination of the following reasons:

1. Your Antivirus software is blocking the software

Resolution: Temporarily disable your antivirus software and repeat section 2.0 (Please note the website is secure and free from virus/spyware/malware but remember to re-enable your antivirus software once you have left the portal site.)

2. Your Firewall is blocking the required ports.

Resolution: Temporarily disable your firewall or check to ensure ports 443 and 1494 are not being blocked. Repeat section 2.0

3. Pop-up Blocker Software is blocking the application from launching.

Resolution: Temporarily disable your pop-up blocking software. Repeat section 2.0

4. Windows Security Settings is blocking the required web content access.

Resolution: Temporarily disable your windows security centre. (Control Panel – Security Centre) Check to ensure that your internet content settings are set to medium (Tools – Options – Content). Repeat section 2.0