How to use RM Unify

RM Unify is a launch pad to the cloud – a single sign-on system designed specifically for education. It enables our Trust staff and students to access online services easily with one username and password. The services include email, access to Microsoft Office, access to your documents and network drives and other school systems. RM Unify can also be accessed on any device including smart phones and tablets on Apple or Android.
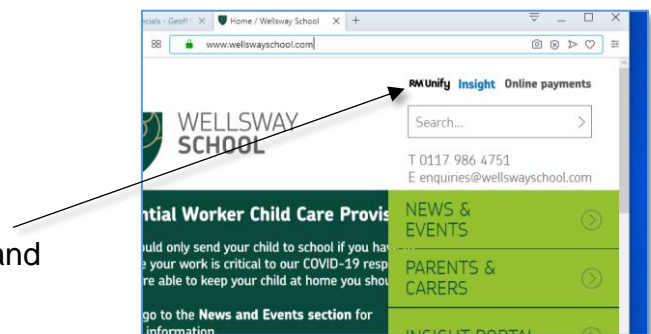
Opening the Chrome internet browser on a school computer will automatically take you to the RM Unify page. If you want to access RM Unify from home or outside of the school please follow these instructions:
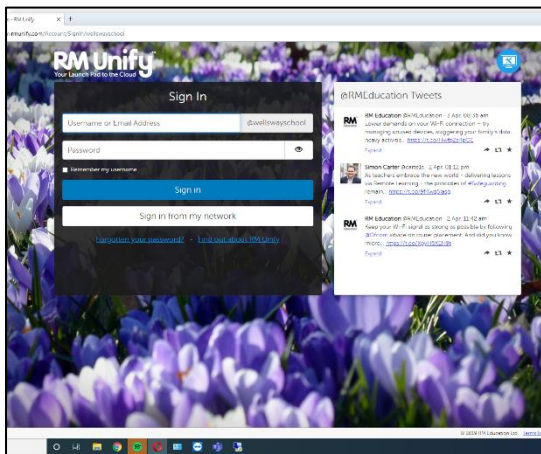
1. Visit your school website

Your school website has a link to RM Unify:

- https://www.wellswayschool.com
- https://www.ikbacademy.org.uk
- https://www.sbllearning.org.uk/

Look for the link to RM Unify in the top right hand corner of the page.

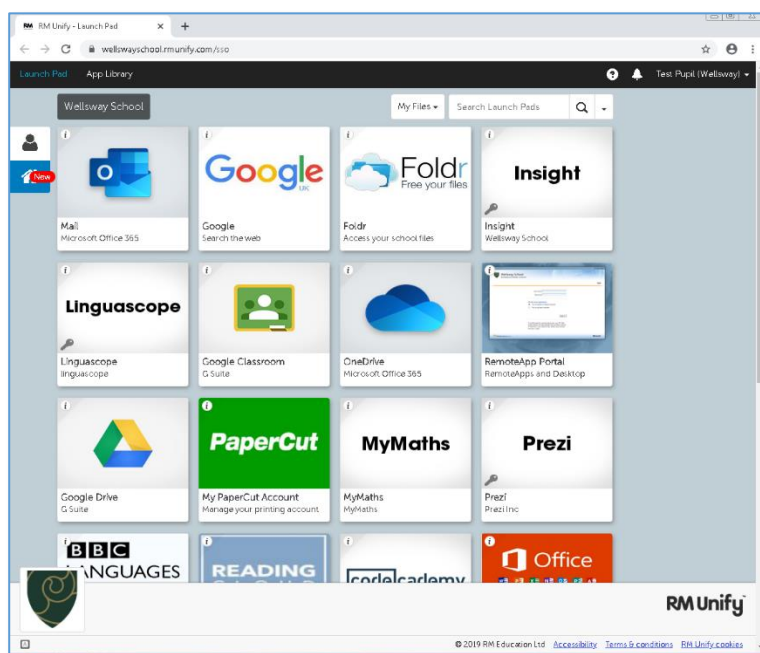## 2. Enter your school username and password

You can enter your email address in the top box but your username will also work because it has already added the rest of the email address for you.

If you don't know or can't remember your username or password you can request these by emailing your school's Insight team – see section 6 of this document for details.

3. You are now logged in to RM Unify!

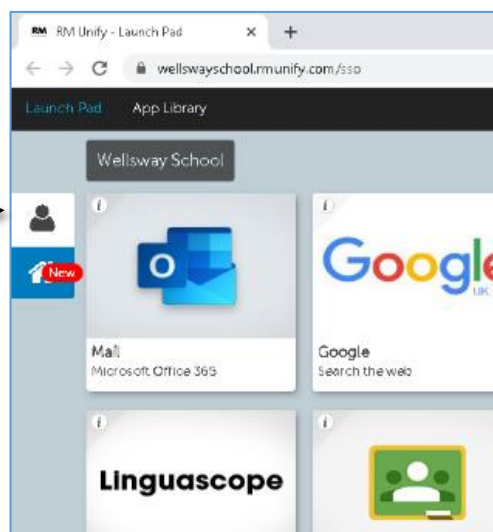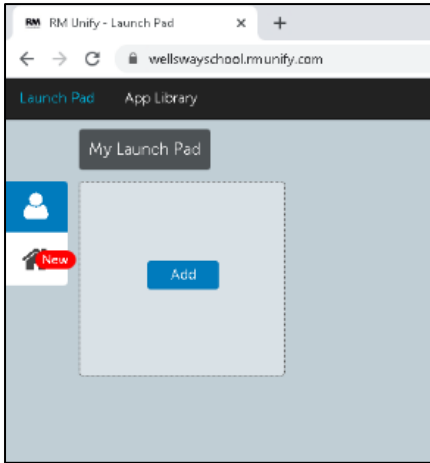You can click on a tile to access
that service.

The tiles in RM Unify work in three different ways:

- **Single sign-on tiles**
  A single sign-on tile will log you directly in to that service without needing to enter your
  account details after logging onto RM Unify.

- **Saved password tiles**
  These tiles will need you to enter your account the first time you use the service. It will
  then store those details so you won't need to enter them again.

- **Basic tiles**
  A basic tile will not store your account details – think of these like bookmarks in your
  browser. You will need to enter the account details every time you use that service.

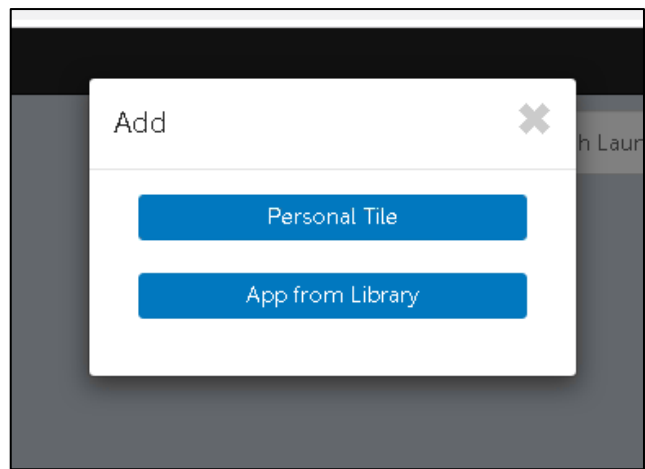
4. Adding your own tiles

You can add your own tiles for quick access to your
favourite websites by clicking here:

Click the **Add** button.

You can either create a personal tile to save a website or you can pick from many apps from the Library.
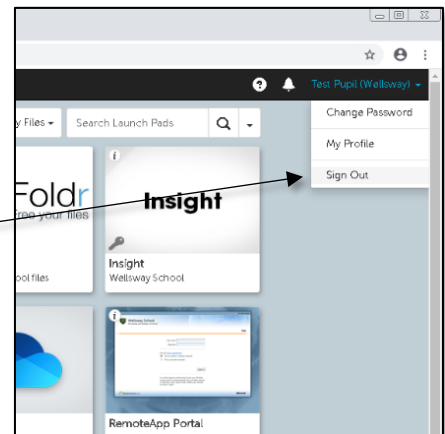
5. Sign out

It is important to sign out when you are finished.

This will prevent anyone else from accessing your work and emails.

To sign out, click on your name in the top right hand corner then select Sign Out.

6. Forgotten your username or password?

When in school, students should visit the IT Helpdesk at their school.

When at home, we cannot accept requests from student's personal email address since we have no way of checking that the request is valid. Instead, we ask that parents should contact their school's Insight mailbox. This will allow the school check that your request is valid before the password is reset.

Wellsway School	insight@wellswayschool.com
IKB Academy	insight@ikbacademy.org.uk
SBL Academy	insight@sblonline.org.uk