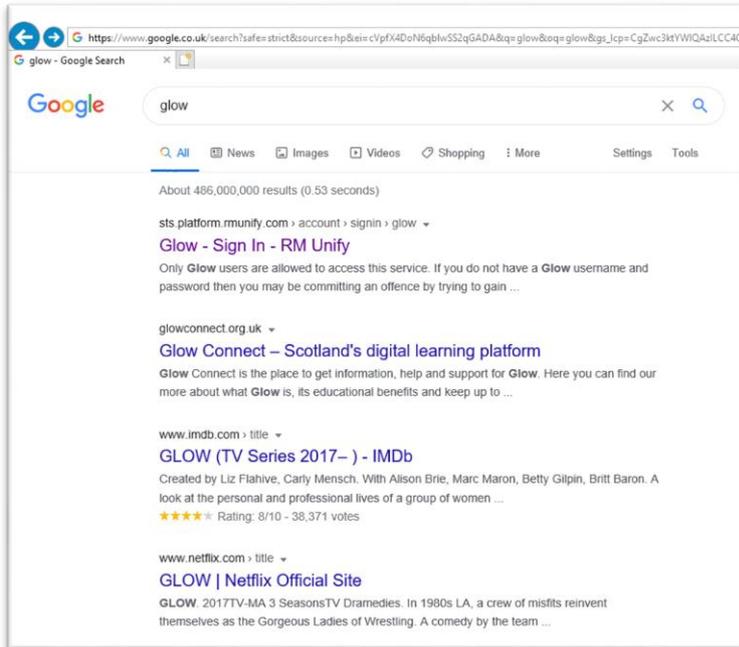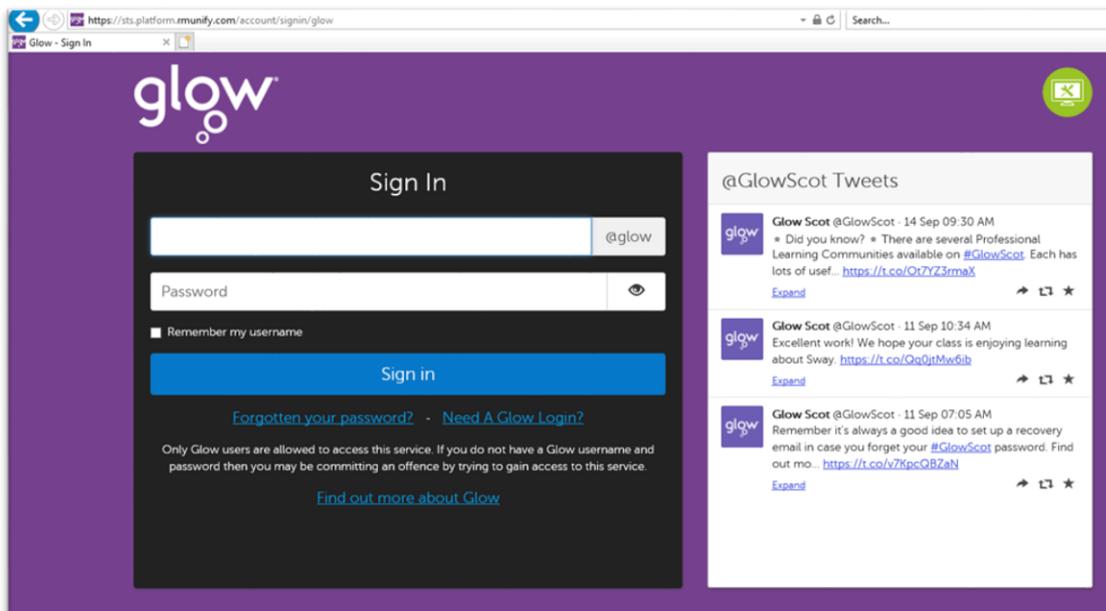**Forth Primary & Nursery**

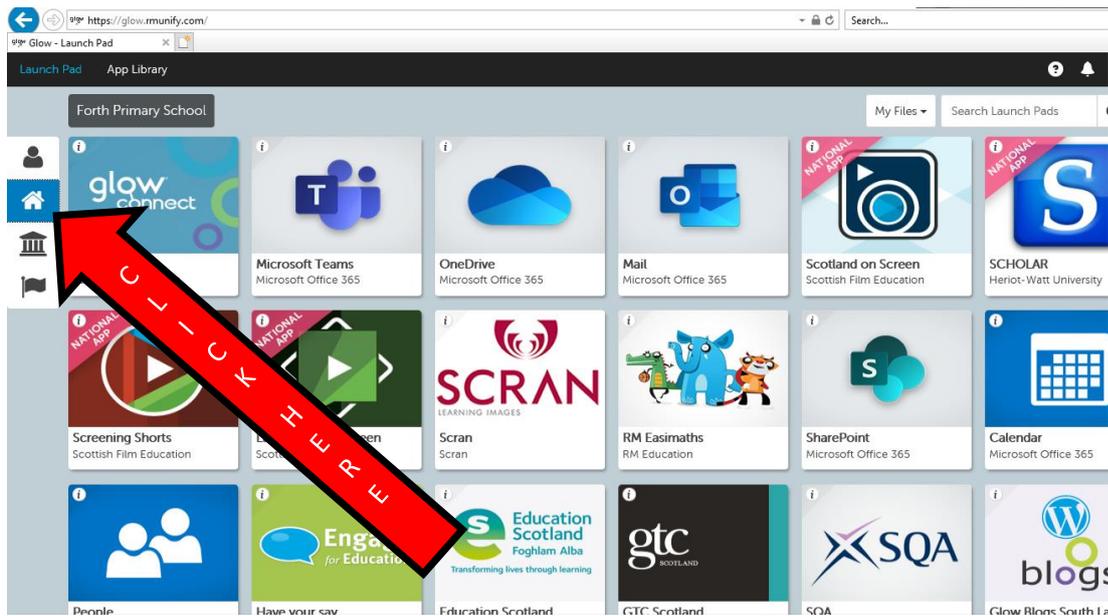**Guide to accessing GLOW and MICROSOFT TEAMS**

STEP 1 – Using an Ipad, Tablet, Smartphone or computer, enter a search for 'GLOW' using any internet browser.
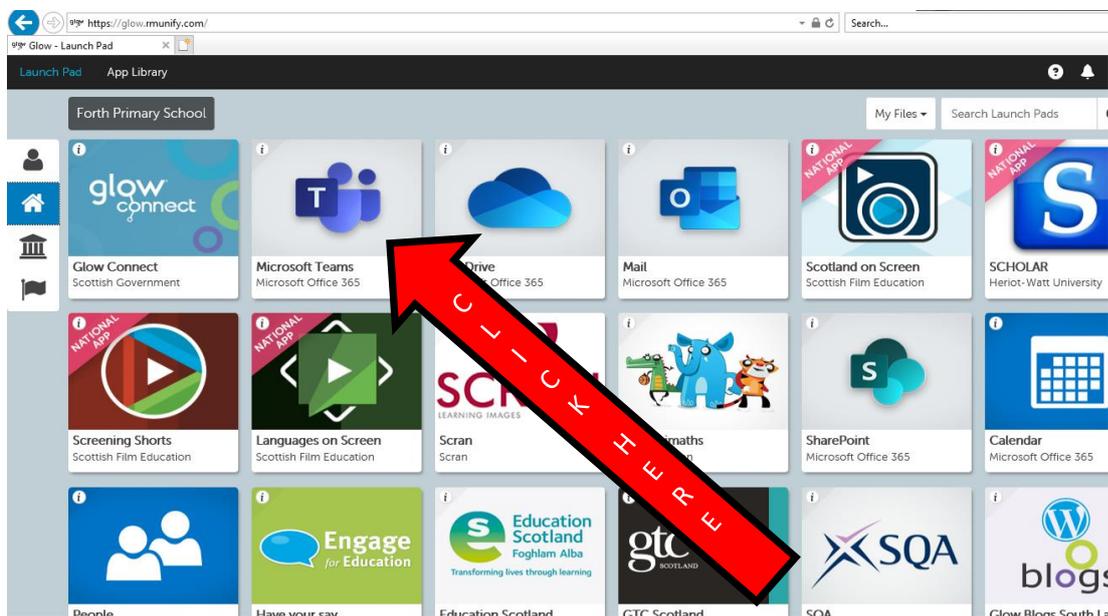
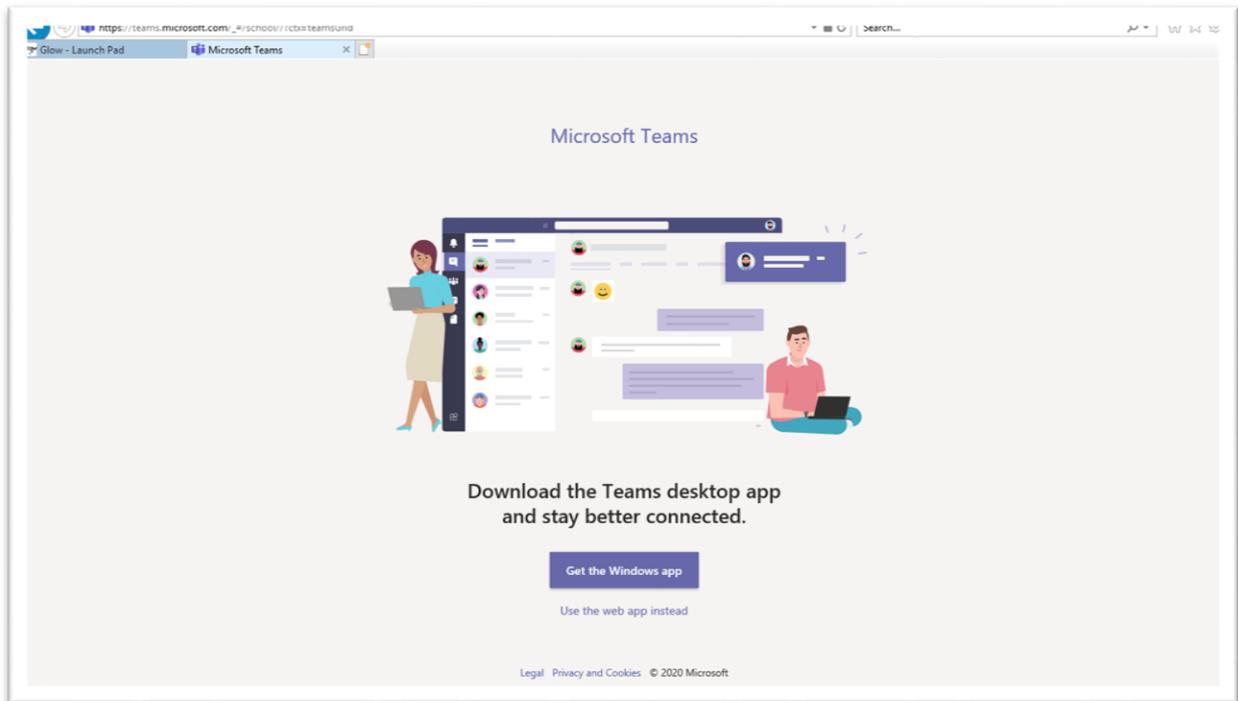**STEP 2-** Click on the search result which says **'GLOW- Sign in – RM Unify'**. This will take you to the following web address; https://sts.platform.rmunify.com/account/signin/glow

STEP 3 – Enter your glow username and password into the 2 blank areas. Click on the blue 'Sign in' tab when you have done this
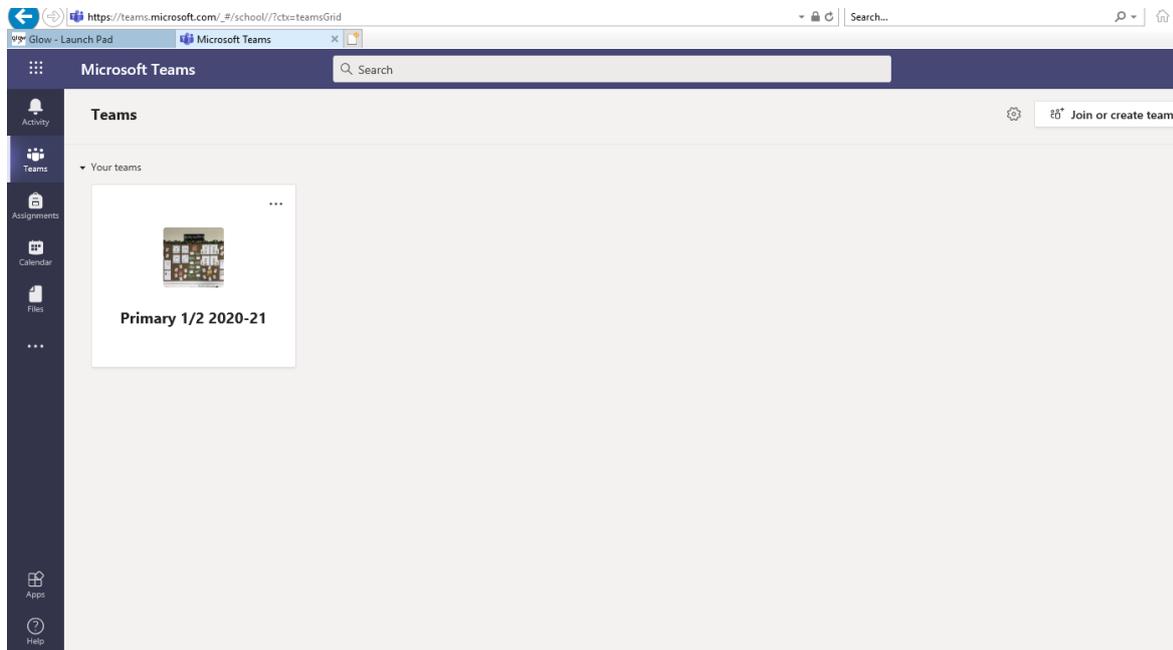
STEP 4- On the left hand side of the screen there are 4 icons. Click on the house icon and this will bring up the available school apps.

STEP 5 – Click on the Microsoft Teams Tile.

STEP 6 – You can choose to install the Microsoft Teams app onto your device. To do this you must enter your Glow login and password again when prompted to do so. You can also choose to open Microsoft Teams using your web browser and to do this you click on the tab 'Use the Web App Instead'.

STEP 7 – Check that your child's Primary stage is correct. You can then click on the Teams page 'Primary XX 2020-21' to see all the available homework and learning activities.

Further advice on how to use Teams software will be posted on our school app.

September 2020