



## 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; <u>https://sts.platform.rmunify.com/account/signin/glow</u>

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Password   Image: Control of the second se	Glow Scot @GlowScot · 14 Sep 09:30 AM * Did you know? * There are several Professional Learning Communities available on <u>#GlowScot</u> . Each has loss of usef <u>https://t.co/Ot?YZ3rmaX</u> Expand
Remember my username Sign in	Glow Scot @GlowScot - 11 Sep 10:34 AM Excellent work! We hope your class is enjoying learning about Sway. <u>https://t.co/Oq0jtMw6ib</u> Expand
Eorgotten your password?         Need A Glow Login?           Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.           Find out more about Glow	Glow Scot @GlowScot - 11 Sep 07:05 AM Remember it's always a good idea to set up a recovery email in case you forget your <u>#GlowScot</u> password. Find out mo <u>https://t.co/v7KpcOBZaN</u> Expand <b>CI</b> ★

**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'.

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**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