**Access quick guide to logging on**

As everyone should now be logging into their Access portal to see their HR and coming soon Payroll information. If you receive any error message when trying to login please contact Maurice Williams Ext. 234 for help

Here is a reminder of how-to login.

**To a Device other than a mobile phone**

Firstly, and most importantly please use this link to go to your login page

<https://go.accessacloud.com/>

This login should also be the login that appears on school desktop computer, School iPad and school laptops. Look out for the Icon A logo on a blue background

Description automatically generated on the device you are using.

IMPORTANT: When logging in to a school device please remember DO NOT save your password details on the device and always fully sign out once you are finished. If you don’t all your personal details may become visible to the next user.

Once logged in use the access dropdown, top left, to find the People

A screenshot of a computer

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A screenshot of a computer

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This will open the People Tab on your dashboard. From here choose **Self Service** to access your information.

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TO Access the App on a mobile Phone

Go to your phones APP store and search for Access HR and Rota. Look for the App with the Icon A person in a tie and tie on a book

Description automatically generated. Login with the same login details. From here you will see your personal details, Leave, Absences, Payslips and important documentation.