

NorTLE has gone how do I edit my eschools website?

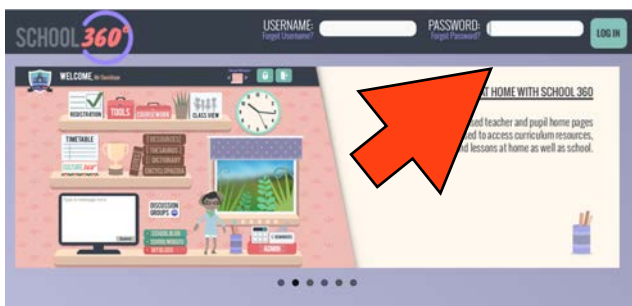
Go to our NGFL website

<http://ngfl.northumberland.gov.uk>

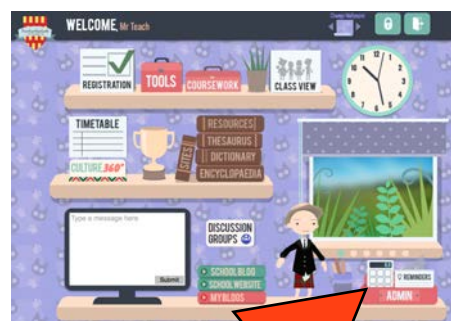
Click on school360



Enter your school360 username and password



On the main teacher page click Admin



Enter your Admin pin number



You are now in the teacher Admin area.

If you have been set up as an eschools website editor on school360 you will have the globe icon at the top of the screen.

REMEMBER - to use the “edit my Account” button to change your Password & Pin from the default settings.

You can also add an alternative email address in the edit my account area - useful if you forget your password - as on the Logon page there is a Forgot Password button which will send your password to the alternative email address.

