



## Instructions for Logging on to the National Healthy Schools Website

These instructions can also be found on the Sheffield Healthy Schools website [www.sheffieldhealthyschools.co.uk](http://www.sheffieldhealthyschools.co.uk). You can directly access the National Healthy Schools website by clicking on the logo at the bottom of the home page.

You will already have been registered using your school's email address. Follow the instructions below to obtain your password.

1. Go to the website [www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)
2. Look in the top right hand corner for **[log on]** and click.
3. Type your school's email address into the **user name** box and click on **Request password reset**.
4. An email will be sent to the email address that you gave above. In the email will be a link. Click on the link and this will take you to a page of the Healthy Schools website that allows you to change your password to one that you would prefer and that you can remember easily.

Alternatively you may like to re-register using another email account.

1. Go to the website [www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)
2. Look for the Location to view towards the bottom of the page on the right hand side in blue.
3. Use the **[National]** drop down box and choose **Yorkshire and Humber**. Then use the **[Region]** drop down box and select Sheffield. Now click **Go**.
4. This will bring up a **Sheffield** box. Click the **Schools** tab at the top of the box.
5. Use the pages and scroll down to look for your school. Click on the name of your school.
6. Now go to the **Actions** box on the right hand side and click **Request access**.
7. This will generate a window and you will be asked for your details. Complete this and then click on **Send request for access**. A message will be sent to the Healthy Schools administrator at the local programme and we will either accept or reject the request. When we accept the request an email will be sent to the address that you gave in the details window.
8. Follow the link in this email. This will take you to a page on the healthy schools website that will ask you to register as a new user and ask you for your details and to set a password.
9. Use this password to log on when you next visit the website.

**If you need further information on anything to do with registration or your username or password contact:**

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FileServer:TEMPORARY BACKUP FOLDER:diva websites Work:3873  
Healthy Schools Sheffield Website:ADMIN:AMENDS &  
UPDATES:2010:UPDATE May 10:CONTENT:New website instructions.doc