

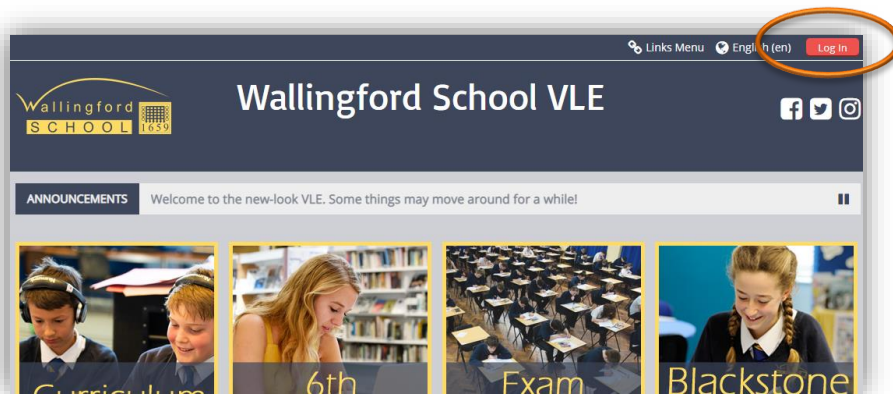
This document contains screenshots taken from a standard sized screen; mobile devices may display content differently.

1. Visit the School website at www.wallingfordschool.com and click the VLE link at the bottom of the page. This will take you to the VLE login page.

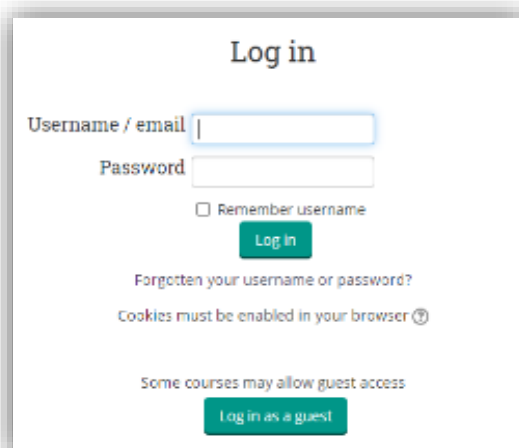
Alternatively, go directly to the VLE site at <https://vle.wallingfordschool.com>. If you bookmark this site/add it to your favourites, you can visit it again more quickly in the future.



2. Use the red Log In button at the top of the screen to enter your login details. While you can view some of the VLE without needing to log in, certain pages, such as information on your children, require you to be logged in.



3. Enter your username and password into the boxes and click the Login button. The username has an underscore (_) near the start; don't mix this up with a hyphen (-)! The password is a mix of numbers and lowercase letters, and you must enter it exactly as written. For example, don't enter an uppercase 'A' where the password has a lowercase 'a'.



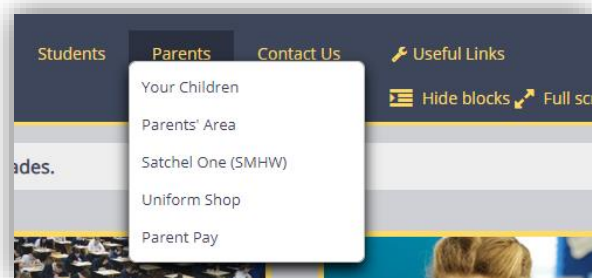
4. **If this is the first time you have logged in, you will be asked to change your password.** You will need to enter your current password again and then enter the new one twice. Choose something memorable, but not easy for others to guess!

5. **If you have forgotten your login details, use the “Forgotten your username or password?” link underneath the login button.** You can enter your username or registered email address and, if valid, a reset link will be sent to your email address. Please note, this option is only available for Parent accounts; student passwords can only be reset by IT Services.

Your Children

Once you have logged into the VLE, you can access information about your children.

- Select “Parents” in the top menu, then “Your Children”.
- Select which child you wish to view.
- You will then be able to view information for that child such as their timetable, attendance data and documents such as progress reports and results.



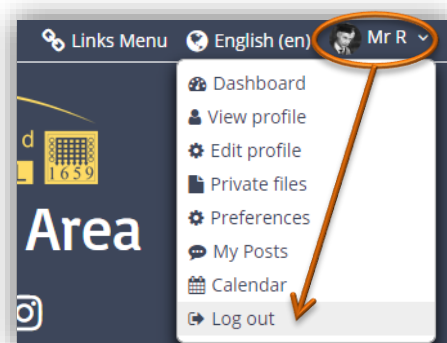
Parents' Area

This part of the VLE is also accessible via the “Parents” menu, and is intended as a store for useful information, copies of recent letters home, etc. There is a News and Letters forum, which you can subscribe to, that may be useful if you do not follow any of our social media pages.

Logging Off

It's important to log off whenever you finish a session on the VLE, to prevent someone else using your account after you.

- Click on your name at the top right corner of the screen to open the profile menu.
- Click on **Log out**.



If you have problems, please e-mail the VLE Administrator (vle@wallingfordschool.com).