

Creating Parent account for Satchel

To create your parent account:

1. Go to satchelone.com/login or open our Satchel One mobile app
2. Click on the *Parent* tab and select *I don't have an account yet*
3. Search for ***SCHOOL NAME***
(Basildon Upper OR Lower Academy)
4. Enter your email address and the code provided above. If you need a new code please email tsmith@basildonacademies.org.uk
5. Follow the on screen instructions
6. If you already have an account, go to the *Edit Profile* section of your account and enter this code into the box to link your existing account to this student

Alternatively, if you *have* already created your parent account but it isn't linked to a student:

1. Login
2. Go to 'Account Settings'
3. Enter your Parent Code in the relevant box

This Parent Code can be used to create up to 5 parent / guardian accounts linked to the above student.

For any technical queries, please visit our help centre help.satchelone.com