

26<sup>th</sup> Oct 2018

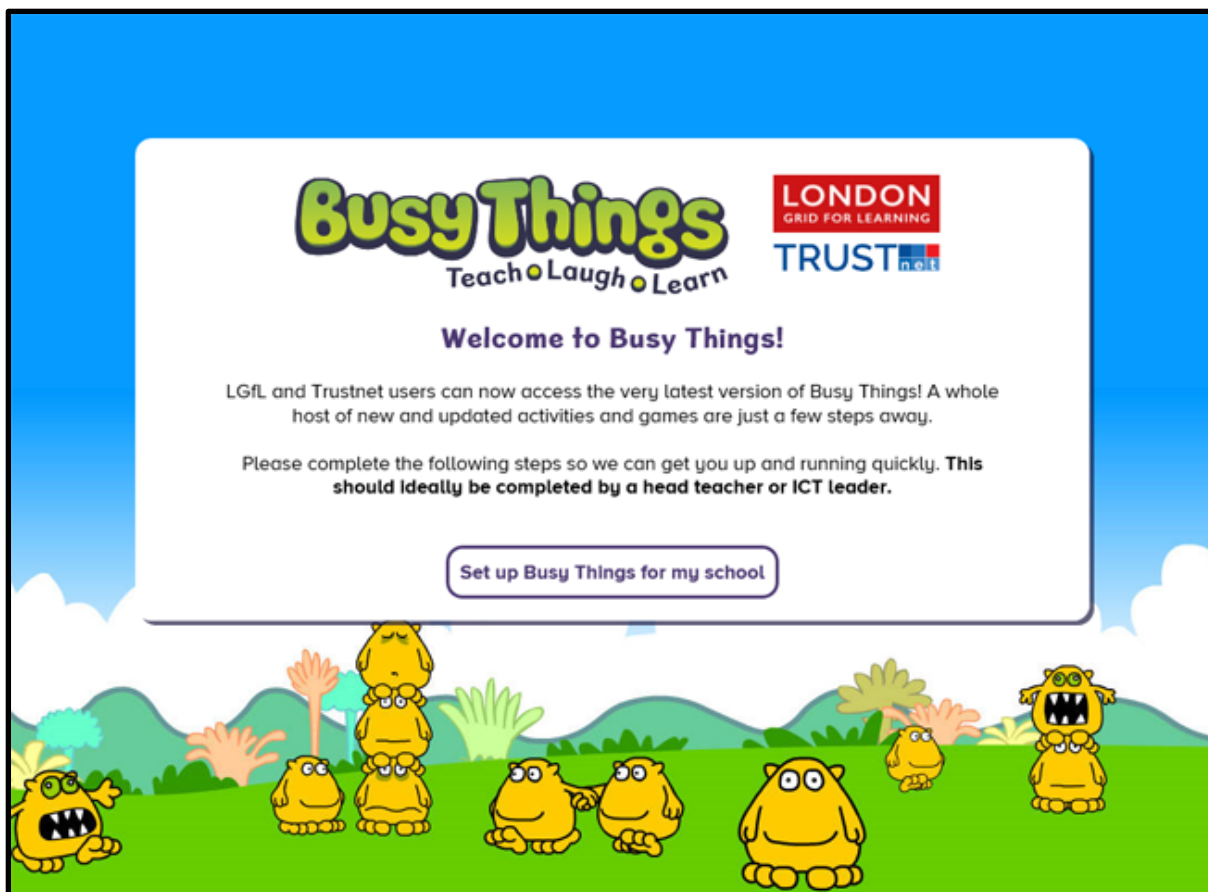
## Initial sequence following the first IP authentication

The very first time a school tries to access the NEW Busy Things via our server they will be taken through the four step process outlined below in order for us to authenticate them. This process will only have to be completed once.

## Future logins

Once Schools have completed the steps below they will jump straight to the login screen as described in point 7.

### 1. Welcome screen



### Welcome to Busy Things!

LGfL and Trustnet users can now access the very latest version of Busy Things! A whole host of new and updated activities and games are just a few steps away.

Please complete the following steps so we can get you up and running quickly. **This should ideally be completed by a head teacher or ICT leader.**

## 2. Email address



**Busy Things**  
Teach • Laugh • Learn

**LONDON**  
GRID FOR LEARNING  
**TRUST** net

**Step 1 of 4: Email address**

We need an email address. We will use this address for sending password resets and account details. Additional teacher email addresses can be added later.

Email:

**Next**

### Step 1 of 4: Email address

We need an email address. We will use this address for sending password resets and account details. Additional teacher email addresses can be added later.

## 3. Teacher Password



**Busy Things**  
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GRID FOR LEARNING  
**TRUST** net

**Step 2 of 4: Teacher Password**

Please create a teacher password for Busy Things. All the teachers in your school will need this password to log in to Busy Things for the first time. After logging in, teachers can create their own password if they wish. Pupils will not need a password to access Busy Things.

Password:

Repeat password:

**Next**

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## 4. Email preferences (GDPR)

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**Step 3 of 4: Email Preferences**

We'd like to send you updates, tell you about new releases and give you hints & tips about how to get the most out of Busy Things.

Send me news for Early Years  
 Send me news for Key Stage 1  
 Send me news for Key Stage 2

No thanks. I don't want to receive any emails.

[Next](#)

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- Send me news for Early Years
- Send me news for Key Stage 1
- Send me news for Key Stage 2
- No thanks. I don't want to receive any emails.

## 5. Privacy (GDPR)

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**TRUST** n.c.h.t.

**Step 4 of 4: Privacy**

Your Pupils' privacy is important to us. **We recommend leaving the following options checked.** However you do have the option to lower your privacy settings if you so wish.

Saved files can only be seen by a teacher  
(Pupils cannot see each others work)

Pupils cannot upload personal photographs

[Next](#)

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- Saved files can only be seen by a teacher (Pupils cannot see each other's work)
- Pupils cannot upload personal photographs

## 6. Advice/Contact details



### Get the most out of Busy Things!

To get the best Busy Things experience we recommend teachers create a setup for use by their own class. This makes Busy Things easier to manage and ensures that teachers can only see work created by their own pupils. To create a class setup visit **Manage setups** at the top of the **Welcome screen** (This is the first screen you see when you log in with the teacher password).

If you have any problems we are here to help! Simply get in touch.

Tel: 01332364963

Email: [lgfl@busythings.co.uk](mailto:lgfl@busythings.co.uk) or [trustnet@busythings.co.uk](mailto:trustnet@busythings.co.uk)

## 7. Launch



Teachers enter their password. Pupils log straight in.  
Password reset will appear here.