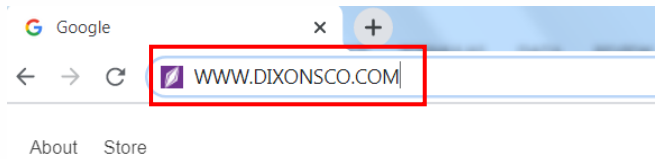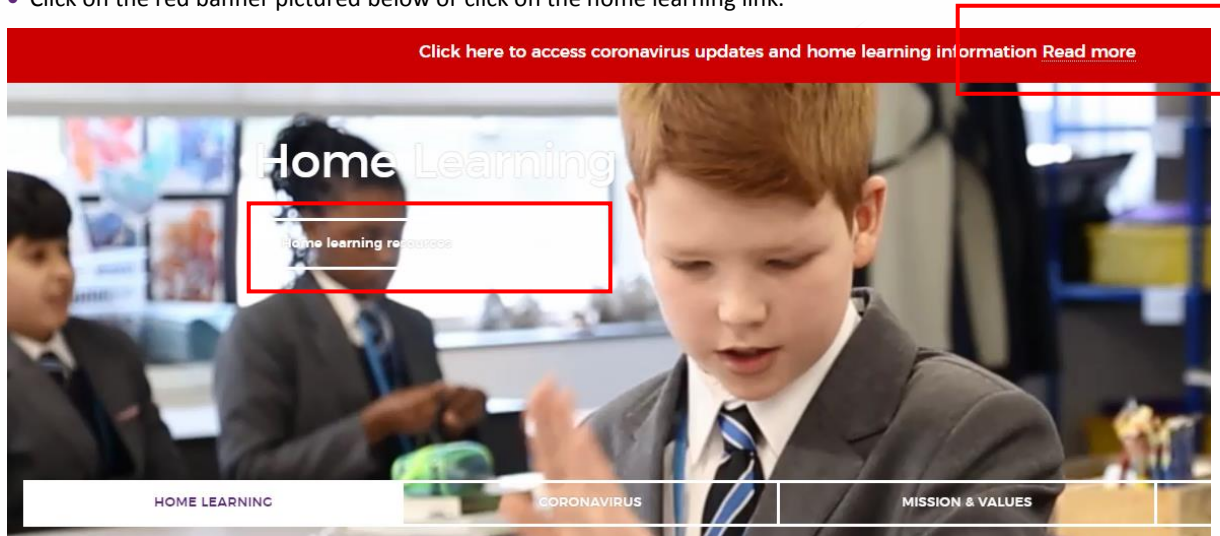# Instructions for accessing the Dixons Cottingley Academy Home Learning Site

- Firstly go to the Dixons Cottingley Academy website at **www.dixonsco.com**

- Click on the red banner pictured below or click on the home learning link.

- The link will take you to a section of our website with information regarding the work set and information about a variety of services in Bradford that are available to you and your family during the academy closure period.
- To access the home learning site click on the highlighted link on the page. This is shown below in the red box below.

Coronavirus updates and home learning

This page will be go live on Monday 23 March and will allow students to access home learning resources and provide further updates from the academy in relation to the academy closure.

To understand how to login to the home learning resources please use the what to do document in the download section at the bottom of the page.

Click here to access the home learning website

If you are having difficulties logging into the home learning website using your Office 365 account please **click here** and log a request for your password to be reset.
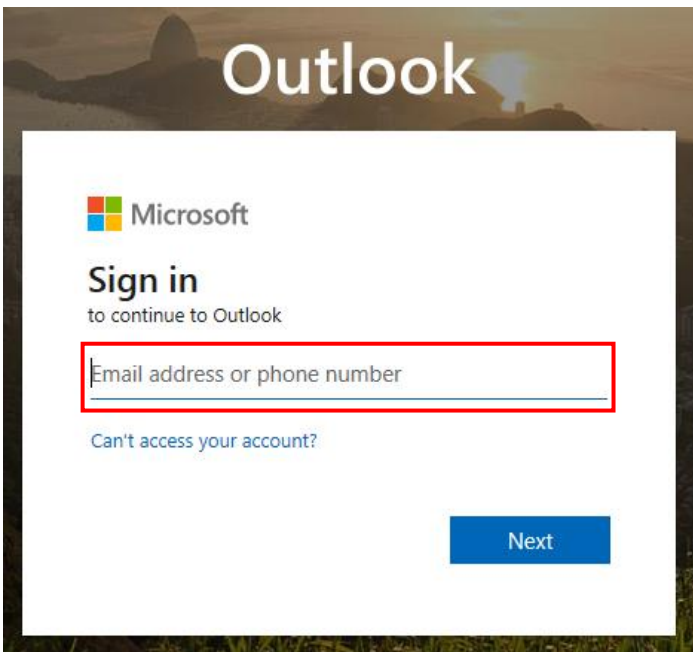
If you have any questions please contact the academy using the email addresses below
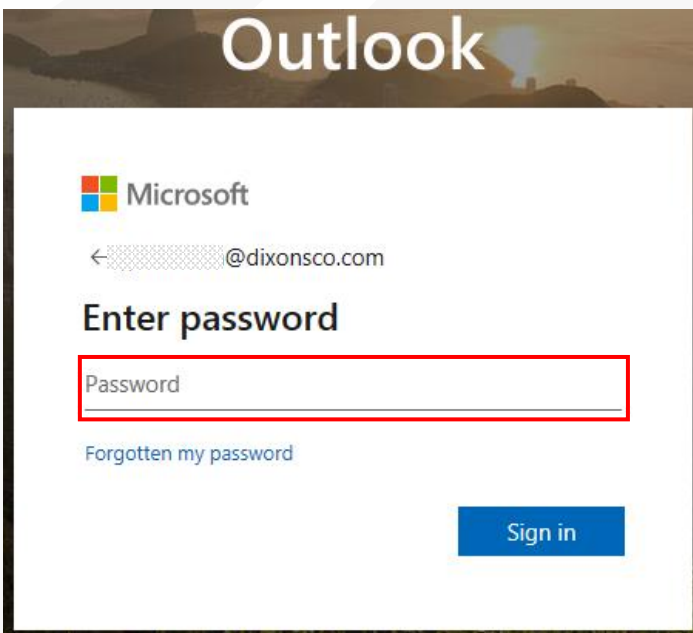
General queries: **info@dixonsco.com**

Safeguarding or pastoral support queries: **safeguarding@dixonsco.com**

- When the login screen appears enter your username. If your username is **DCO0000** then enter **DCO0000@dixonsco.com** Please don't forget to add **@dixonsco.com** to the end of your username. This is the same username you use at school to login to the computer network. Once you have entered your email address select next.

- Enter your password when the next screen appears. If you have forgotten your password please email **info@dixonsco.com** and we will have your password reset. *Please wait until we email or text your parents to confirm the password has been reset.*

- The password is the password you use to login at school.

- When you login successfully you will have access to the student portal shown below. From here you can access the work schedule and the work which has been uploaded for each year group.

- If you scroll down the page you will see a range of icons which you can click on. These icons will take you to area of work for your year group. You can also select the work plan which explains what work you should complete when the academy is closed. These icons are highlighted below in red.

- You can also select the documents section from the side bar and this will take you to all the files available.

- Once you are in the documents section you will be able to select your year group. In each year group area there are files for each subject. You will also find the 100% knowledge navigators and your daily homework. You will be able to access all the files you need here and all the resources to successfully complete your home learning.