



### Accessing the Learning Platform and Office 365 (One Drive).

1. Login to a School computer using your School Username and Password.
2. Open a web browser
3. Browse to [www.st-pauls.org.uk](http://www.st-pauls.org.uk)
4. Under 'Logins' click on 'itslearning'
5. Select Student or Staff

A new window will appear if you are  
not already logged in

 **Log in with your  
Staff Account**

 **Log in with your  
Student Account**

6. Enter your email address as followings:
  - a. Students: Your email address - [username@vle.st-pauls.org.uk](mailto:username@vle.st-pauls.org.uk)
  - b. Staff: Your St Paul's email address.
7. Enter your usual password
8. The learning Platform will now load
9. To access Office 365 and your One Drive please click on the Office365 option at the top of the page
10. To logout of itslearning please close down your browser

### Accessing the Itslearning App on Your Phone


1. Make sure you have logged onto the Learning Platform using the above instructions first, before using the App.
2. Download the itslearning App from your App store.
3. Load the App and search for St Paul's Catholic School. Type in 'st paul' to get the school to show up in the list.
4. Select the School name
5. Choose either Student or Staff
6. Enter your school email address and your school password

### Access problems at home

1. Ensure that you are using Internet Explorer 11
2. Ensure that your device is virus and malware free
3. Reset browser settings. See below.

### **Reset Browser Settings in Internet Explorer 11**

The following steps explain how to reset the browser settings in internet Explorer 11.

- 1 Click on the  icon located on the top right hand corner of your browser.
- 2 Click **Internet Options**.
- 3 Click the **Advanced** tab.
- 4 Click the **Reset** button located at the bottom of the window.
  - Check the **Delete personal settings** box if you wish to remove personal settings. These include:
    - Home Pages, search providers, Temporary Internet files, history, cookies, web form information, Accelerators, ActiveX Filtering data, Tracking Protection data, Do Not Track data and passwords.

Click **Reset**.

If you are still experiencing issues please download Google Chrome.