

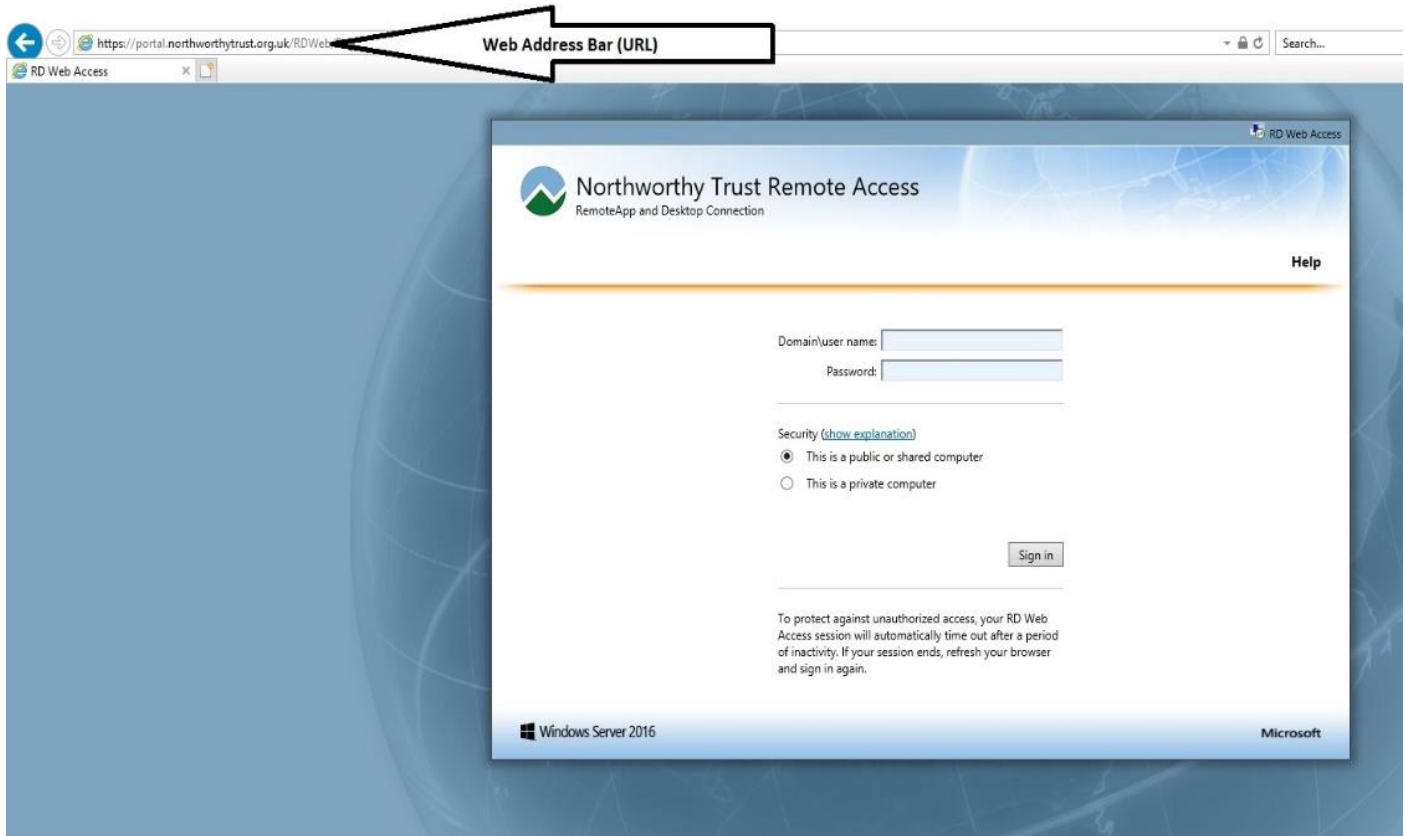
## Remote Access from home

Remote App is a way of you logging onto to your school account from any internet enabled computer.

**The following is a guide on how to do this.**

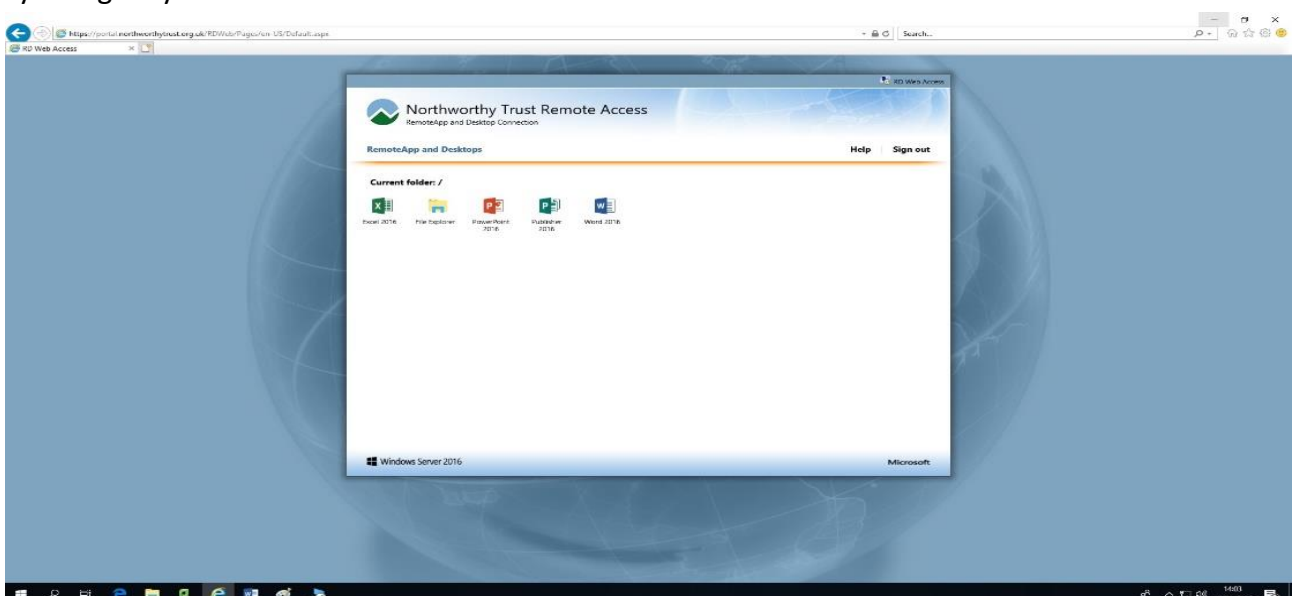
Firstly you will need to open an internet browser such as internet explorer and ensure you have internet access, you will need to type into the web address bar (URL) the following:

<https://portal.northworthytrust.org.uk/rdweb> (please see diagram below)



Once you click enter, your page will change to the same as the one above.

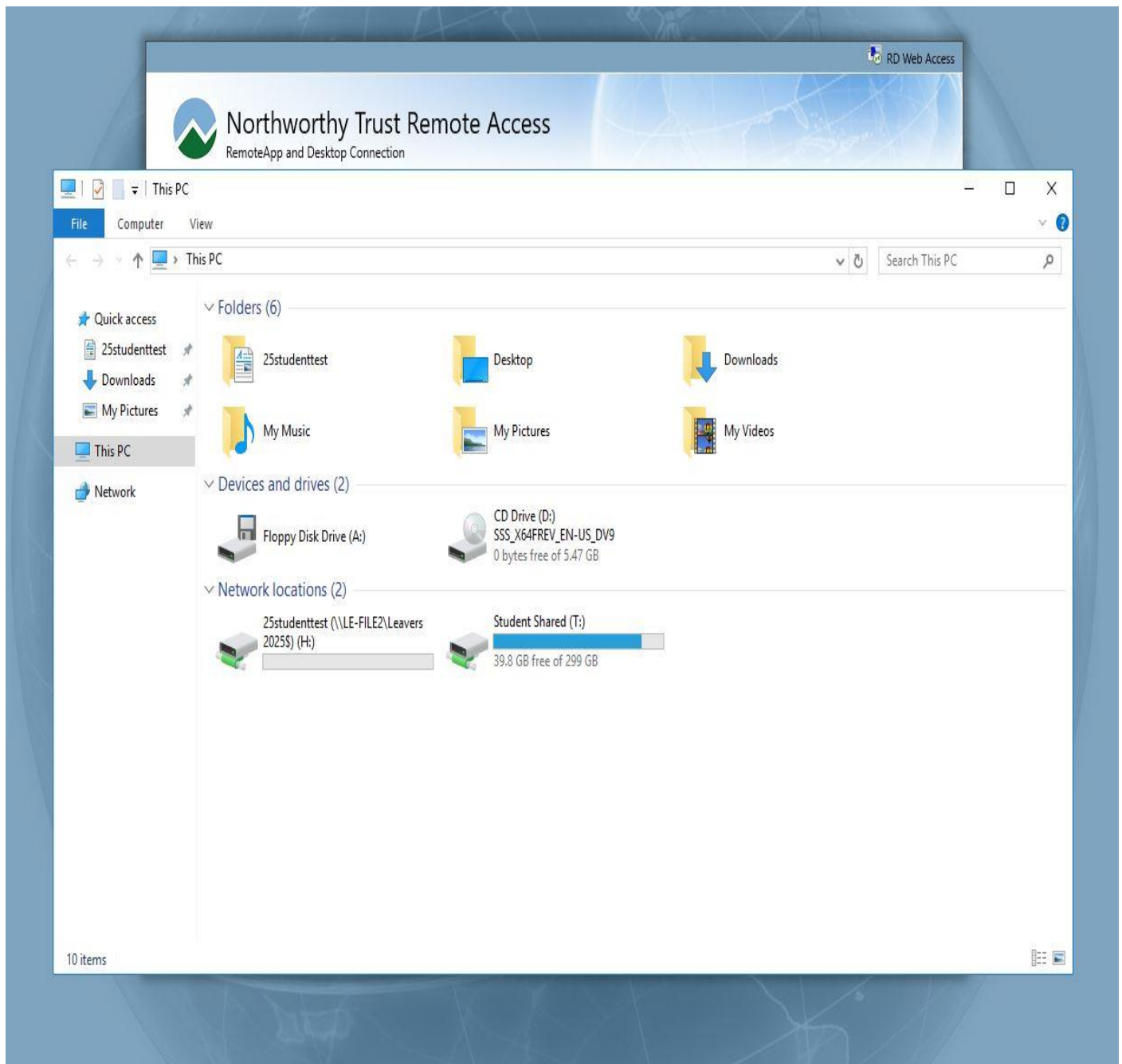
In the Northworthy Remote Access window, you will see two dialogue boxes, one asking for a user name and the second asking for a password. Your user name will be your full school email address, and your password will be the same password you use to log on in school, if you are using a computer other people use including family members you must select the public or shared computer option. Once you log on you will see a window similar to the one below.



This window gives you access to applications you may use in school as well as to your own user area. You may be asked to enter your user name & password when you click on the Icons for the first time. Depending on your internet browser settings it may also prompt you to download and save/open a file, selecting open will open the file/folder.

### **Accessing your own H Drive and the T drive**

The File Explorer Icon is where you will access your H drive and the shared T drive as you do in school. You may be again be asked for your user name and password If you are please put it in again as asvised above [your full school email address and your school password](#) once past this process you will see the screen below, everthing from this point is basicaly as if you were sat at a computer in school.



It will also be a good idea to save your work often from each of the applications you may be using even after small amounts of work have been completed.

## Email access

To access your school email you will need to go to the school website and click on the Links tab in the main menu.

Here you will find Staff/Student Login, please see below.

## **Links**

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### **Northworthy Staff Email login**

**Education Welfare – Truancy from school**

**Exclusion information for Parents/Carers**

**Derby SEND information Advice and Support Service**

**Derby School travel support**

**Derby School Term dates**

**Derby Secondary School Admissions**

**Merrill Academy Uniform supplier**

**Northworthy Staff Remote login**

Your full school email address will be the username you use to access the computer system with  
@merrillacademy.derby.sch.uk after it, e.g. 22firsur@merrillacademy.derby.sch.uk

**Once you have finished ensure you sign out by selecting sign out from the top right of the window.**