

## Accessing School Documents from Home

### RM Portico

1. Go to the Academy website - <http://www.elizabethan.notts.sch.uk/>

2. Click Login.



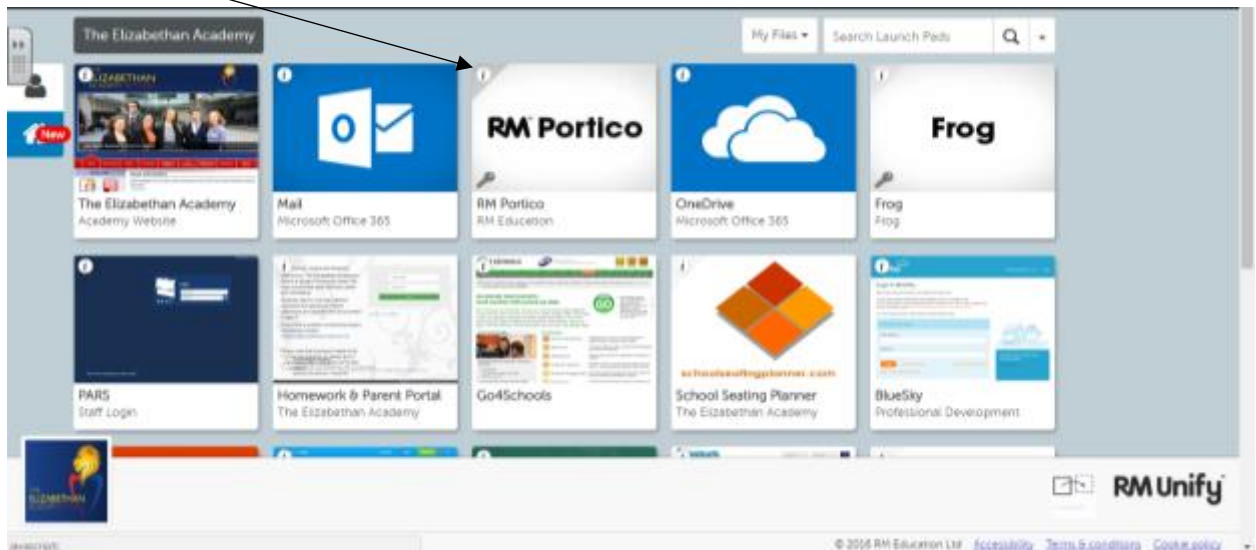
A login form with a red border. It contains three input fields: 'Username', 'Password', and a 'Login' button. Below the form is a blue 'LOGIN' button.

3. Click Elizabethan Portal.

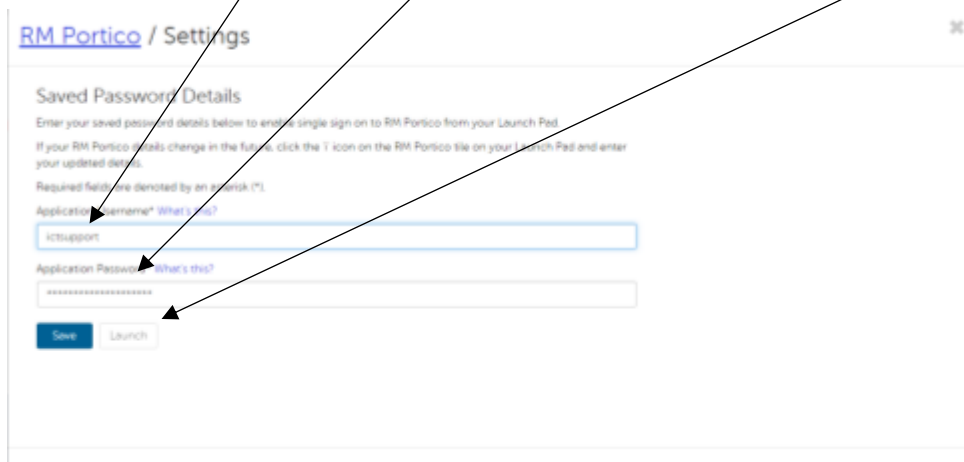


4. Log into RM Unify with your network username and password.

5. Find the RM Portico tile and click on the Information button in the top left hand corner of the tile.



6. Enter your network username and password and click Save. Once saved, click Launch.



A screenshot of the 'RM Portico / Settings' page. The page is titled 'Saved Password Details' and contains instructions for saving password details. There are two input fields: 'Application Username' with the value 'ictsupport' and 'Application Password' with masked characters. Below the fields are 'Save' and 'Launch' buttons. Arrows from the text above point to the 'Save' and 'Launch' buttons.