



ST ALBANS
SCHOOL

PUPIL GUIDE TO ACCESSING ITC RESOURCES FROM HOME

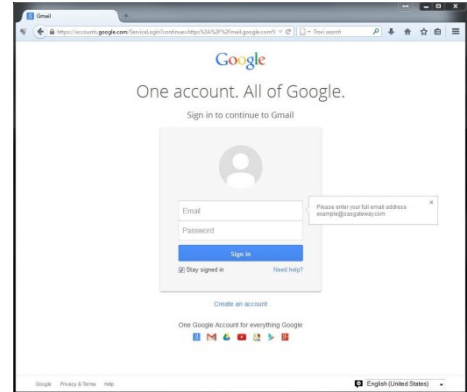
You should have a St Albans School **Username** and **Password**

Your **Email address** is your **Username** followed by **@sasgateway.com**

Note: If you have had your password reset by Network Support, you **must** then change it on a school computer before it will work from home.

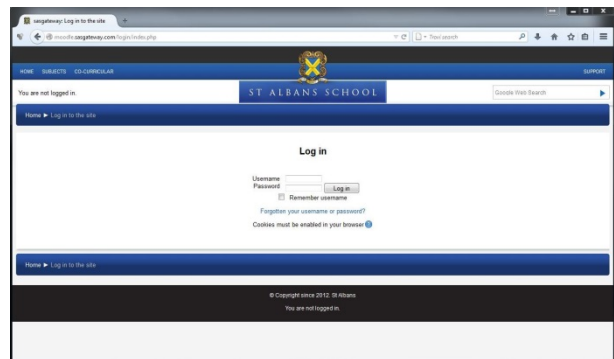
How to access your email from home

1. Go to email.sasgateway.com (or go to the standard Gmail sign-in page)
2. In the Email box type your **Email address**
3. In the Password box type your **Password**
4. Click the **Sign in** button



How to access Moodle from home

1. Go to moodle.sasgateway.com
2. In the Username box type your **Username**
3. In the Password box type your **Password**
4. Click the **Log in** button



Note: As a general rule, we recommend you do not select Remember Password unless your computer/device is already protected by a password or PIN.