

## How to login to the Governors secure area on the website.

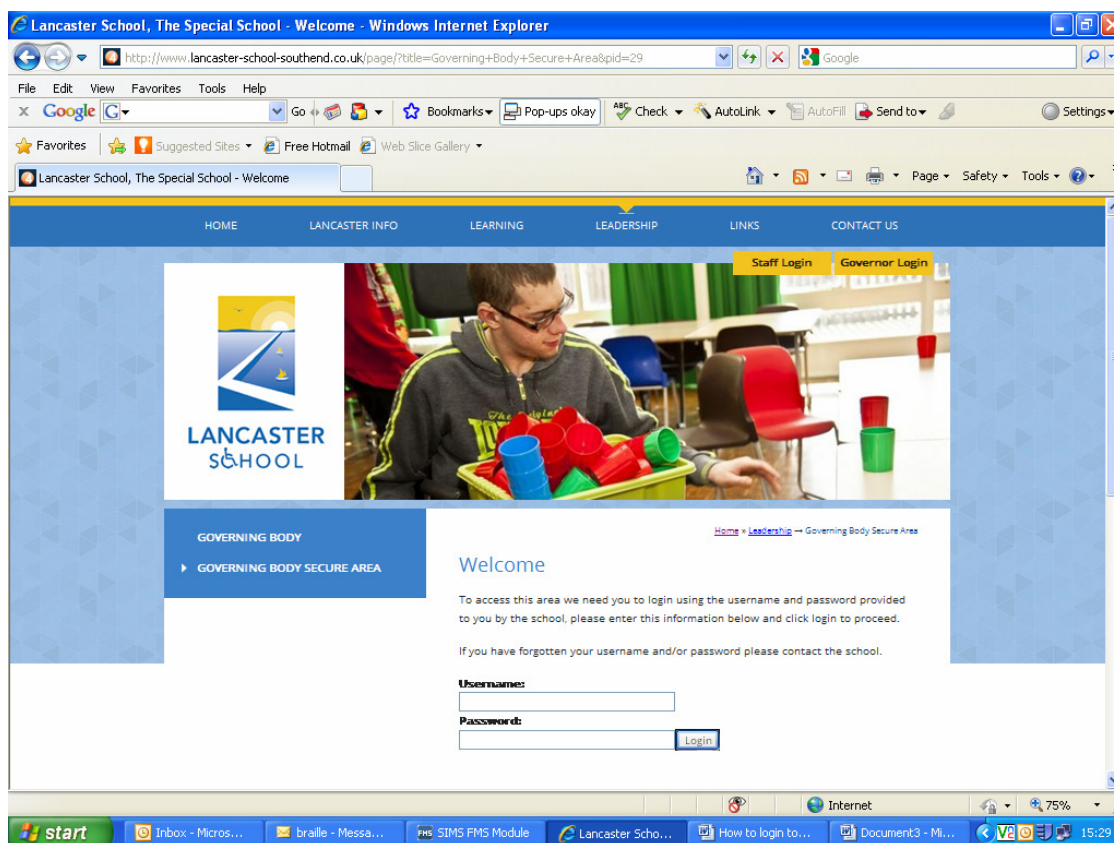
Go to the Lancaster School website:

<http://www.lancaster-school-southend.co.uk/>



**Governor Login**

Click on the 'Governor login' button and the login page will be displayed, shown below.



From here you are able to login to the secure area entering the username and password in the box

Welcome

To access this area we need you to login using the username and password provided to you by the school, please enter this information below and click login to proceed.

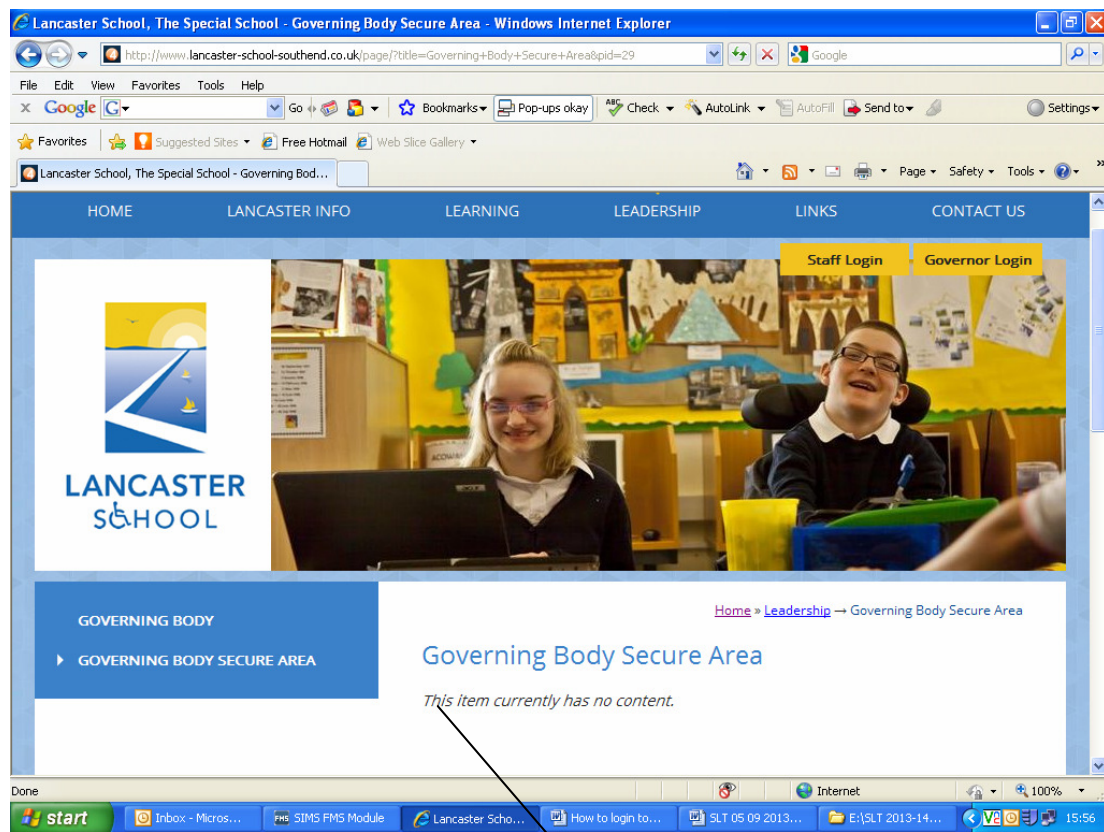
If you have forgotten your username and/or password please contact the school.

**Username:**

**Password:**

Once you have entered the username and password click 'Login'

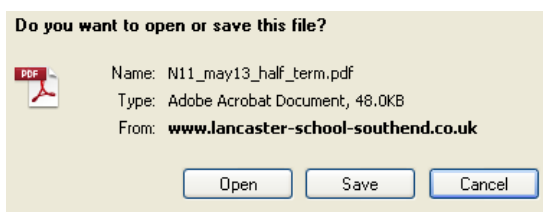
Once you are logged in you should see this page:



This will change as and when items are added, for example Agenda's, Minutes etc

When items are added to this area, to access them you click on the title, once you have clicked on the item it should open for you to then read.

It may ask you if you want to 'open', 'save' or 'cancel' (shown below) it is up to you if you wish to save the document or just open it to view.



**If you choose to save documents on your own PC or laptop the document must be password protected.**