

INSIGHT – FOR PARENTS

LOGGING INTO INSIGHT

Go to www.lordgrey.org.uk

Click on **Insight - For Parents**

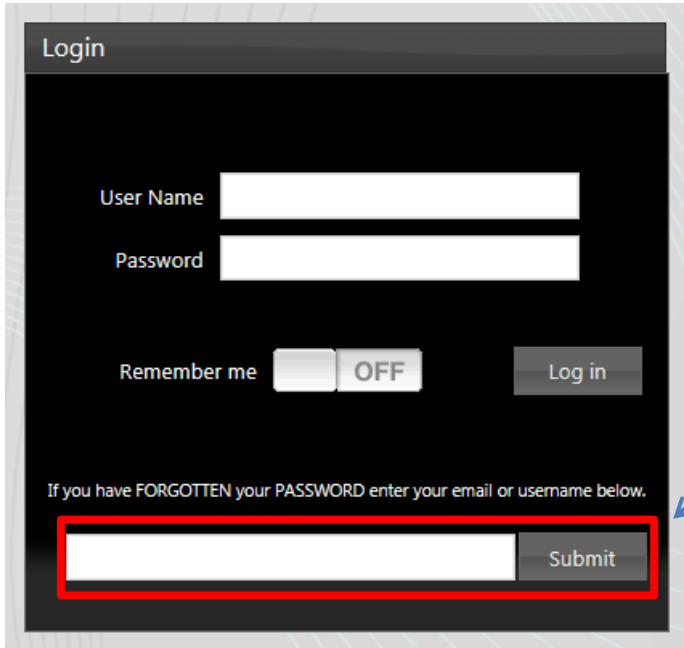
The screenshot shows the Lord Grey School website. At the top left is the school logo with 'lg' inside a circle. To its right is the text 'Lord Grey School' and the slogan 'Aspire, Learn, Achieve'. A search bar is located to the right of the slogan. Below the header is a navigation menu with links: Home, General Information, News and Events, Students, Parents, Community, and Contact Us. The main content area has two images: a building and a group of people. To the right of these images is a list of links: Email, Moodle, Remote Access, File Surfer, **Insight - For Parents** (highlighted with a red box), and ParentMail. Below the images is a 'Welcome to Lord Grey School' banner with the slogan 'Aspire, Learn, Achieve'. To the right of the banner is a 'Latest News and Events' section with a link to 'Interested in becoming a primary or secondary teacher with PGCE'.

You will then be directed to the following page where you need to type in your **email OR username** and **password** and click '**Log in**'

The screenshot shows a 'Login' page with a dark background. The form contains the following elements: a 'User Name' input field, a 'Password' input field, a 'Remember me' checkbox, and a 'Log in' button. A red box highlights the 'User Name', 'Password', and 'Log in' fields. Below the form is a link for 'Forgot your password'.

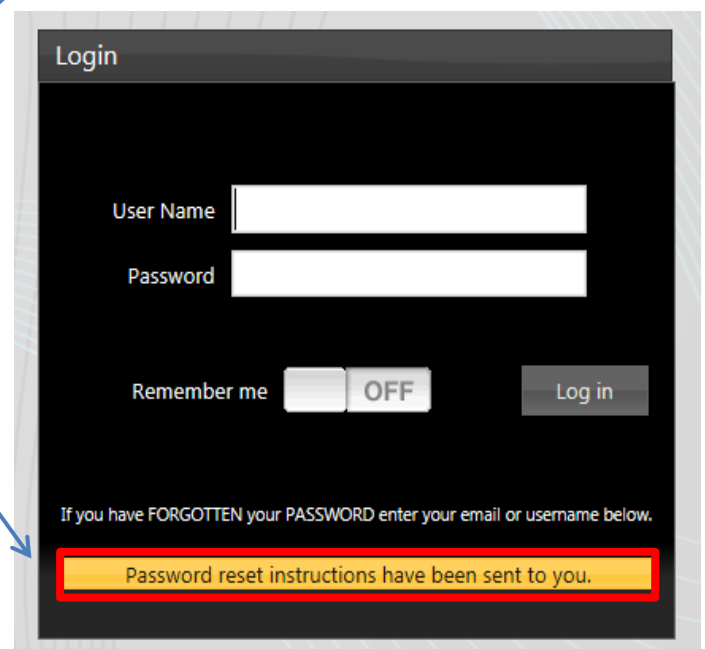
If you want Insight to remember you for the next time you use it click here

IF YOU HAVE FORGOTTEN YOUR PASSWORD



The screenshot shows a login form with the following elements: a 'Login' header, 'User Name' and 'Password' input fields, a 'Remember me' toggle set to 'OFF', and a 'Log in' button. Below these is a section for users who have forgotten their password, with a text prompt and an empty input field followed by a 'Submit' button. A red box highlights the 'Submit' button and the input field.

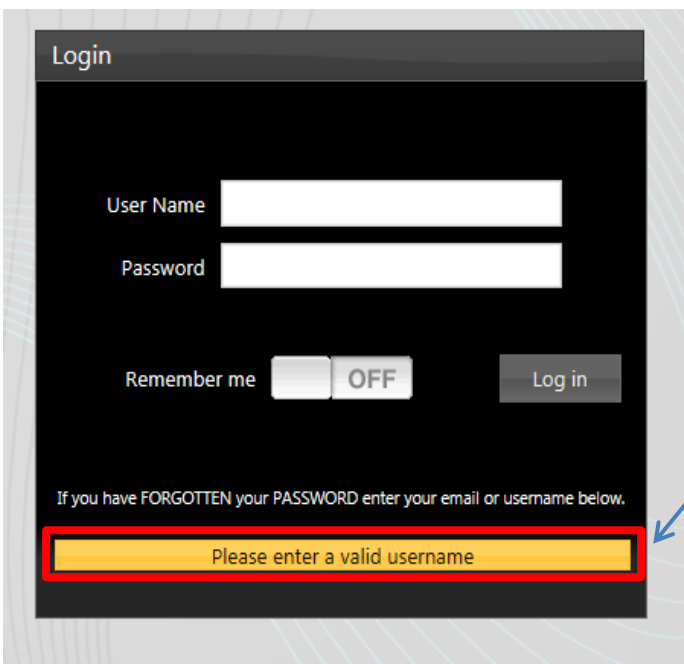
Type your **email or username** and click **'Submit'**.



This screenshot shows the same login form as above, but with a yellow message box at the bottom that reads 'Password reset instructions have been sent to you.' A red box highlights this message.

If you enter a valid **email or username** you will get the following message.

Please check your email inbox for password reset instructions.



This screenshot shows the login form with a yellow error message box at the bottom that reads 'Please enter a valid username'. A red box highlights this message.

If the **email or username** you enter is not recognised you will get the following message.

Please contact **Student Services via email** student.services@lordgrey.org.uk or telephone **01908 626157/176**