Access to the Staffordshire Learning Net site

- 1. When you get your username and password go to the website: www.staffordshire.gov.uk/sln
- 2. Select Login



3. Enter your username in the username box.

Please note: your username is in the format of Office@SchoolName. The username is **not** your email address despite having an @ symbol.

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- 4. Enter your temporary password from the email you have been sent in the password box.
- 5. The password is case sensitive, so all capital letters must be added as capitals and all lowercase letters as lower case.
- 6. You may find it easiest to **copy and paste** the temporary password from the email. Please make sure there are no spaces before or after your password.
- 7. Select the **Login** button.

Please note: do not use the 'Sign in with AD FS' button unless you are a council employee as this will not work.

8. You should then get to this page:

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1	Forgotten your password or is your account locked out?	
	Use our account/password reset request.	
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	Confirm New Password	
	Reset Password	
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- 9. Enter the temporary password in the 'Old Password' field.
- 10. Enter a new password that you will be able to remember easily in the 'New Password' field.
- 11. The new password **must** have a minimum of 8 characters. Re-enter the exact same password in the 'Confirm New Password' field.
- 12. Select the 'Reset Password' button.
- 13. When you log in next time make sure you use your new password and not the temporary password from the email.
- 14. If you have any problems logging in, use our account/password reset request.