# GLOW User Guide

## Logging in to GLOW

You need a username and password to access GLOW. If you do not have these details, contact Sfrew@edubuzz.org

## Step 1 – Sign in to GLOW

Visit the GLOW sign in screen: https://glow.rmunify.com/



Enter your username and password in the boxes shown (clicking the eye icon allows you to see your password as you type it in) then click 'Sign in'.

Please note: If you log in to GLOW using the GLOW RM Unify screen it will automatically add the @glow. If you don't see this you can add the @glow to the end of the address yourself.

# Step 2 – Changing your password



You will be prompted to change your password when you first log in so that only you can access your account. Some browsers will offer to save your password for GLOW, do not choose this on any shared machine such as those in schools.

Enter your current password and your new one twice. You will be told if your new password is strong enough, for example, red bus is strong enough but password1234 is not. Two words are good. Using words like 'password', consecutive numbers or other overly common passwords are not good.

Look for the word 'acceptable' to appear next to the traffic light bar underneath the password boxes, as shown below:



After you have chosen 'Change Password' you will be asked to log in to Glow using this new password. A GLOW password never expires.

## Step 3 – Password recovery

Finally, you will be asked to set up a password recovery email address. This will allow you to reset your password at any time e.g. after normal school hours or during holidays when support staff might not be available.

In the field 'Password recovery email address', enter an address that is NOT your GLOW email address. **You should enter your school Edubuzz email.** This is where your password replacement information will be sent. Click the 'Save' button.

You will receive an email from RM Unify to your recovery email address asking you to confirm your request. You will have 48 hours to do this. If you do not receive a confirmation email, check your 'Spam' and 'Junk' folders. If it's there, take the option to trust the sender.

## Changing your GLOW password recovery email address

You can change your password recovery email address by clicking on your **NAME** at the top right hand corner of the Glow Launch Pad. Select **'MY PROFILE'** from the drop-down menu and follow the steps to enter a password recovery email address.



**'MY PROFILE' also provides you with access to your email address that you will require when signing in to areas such as Teams and e-Sgoil.**

# Downloading Microsoft Office on your home computer

There is a video that takes you through this process and can be access by clicking here.

## Step 1
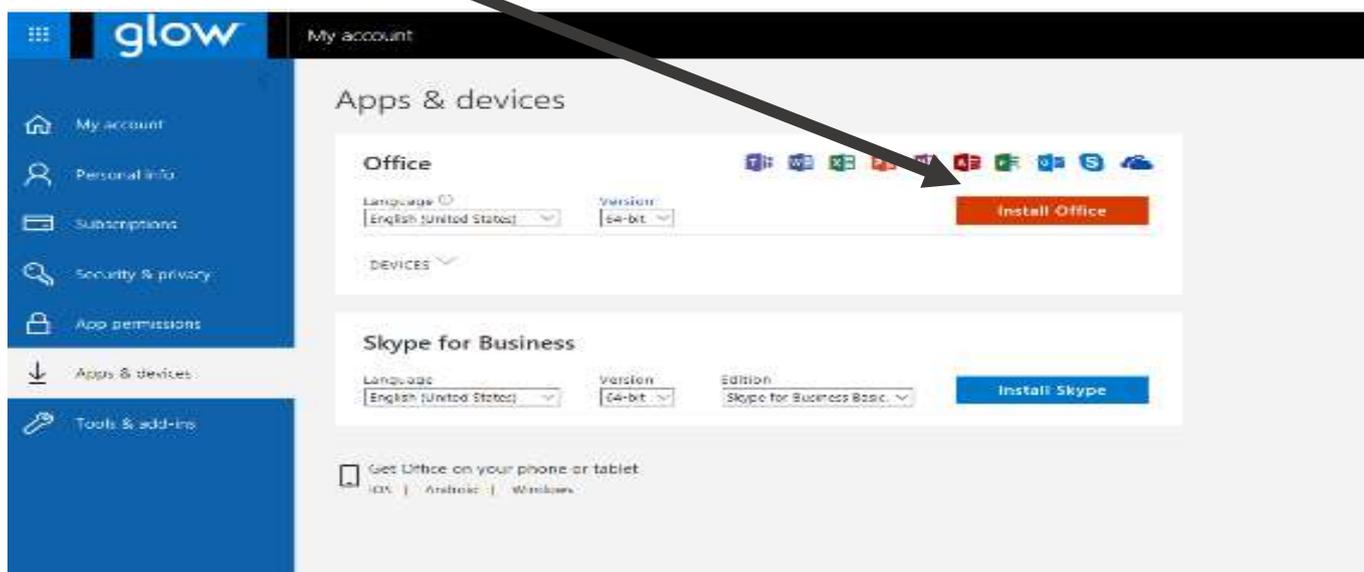
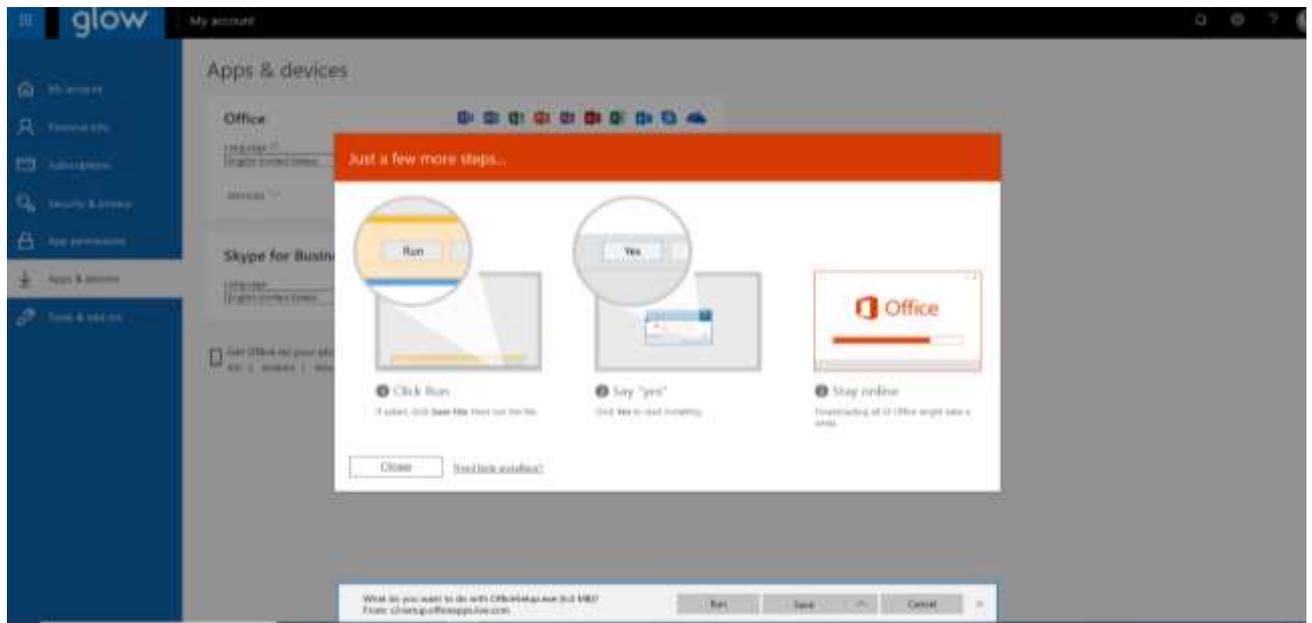On the My Launch Pad screen, click on the **DOWNLOAD OFFICE NOW**.



## Step 2

Click on **INSTALL OFFICE**

## Step 3

Follow the instruction on the pop windows.



When you have downloaded it you may have to sign in again to use it on your computer.

## PLEASE REMEMBER

When you save your work, remember where you save it too and go through the 'Save As' option so that you know exactly where your work is.  Sometime your work will automatically sync to your online drive called your One Drive.

# Using Microsoft Online

## Step 1

Click on **OFFICE 365 HOME**



## Step 2

You will now see the following screen.  By clicking on these icons, it will take you to the **SOFTWARE** of your choice.

Your work is automatically saved to your One Drive – just like your Google Documents on your Google Drive. Click the APP LAUNCHER to access your One Drive.
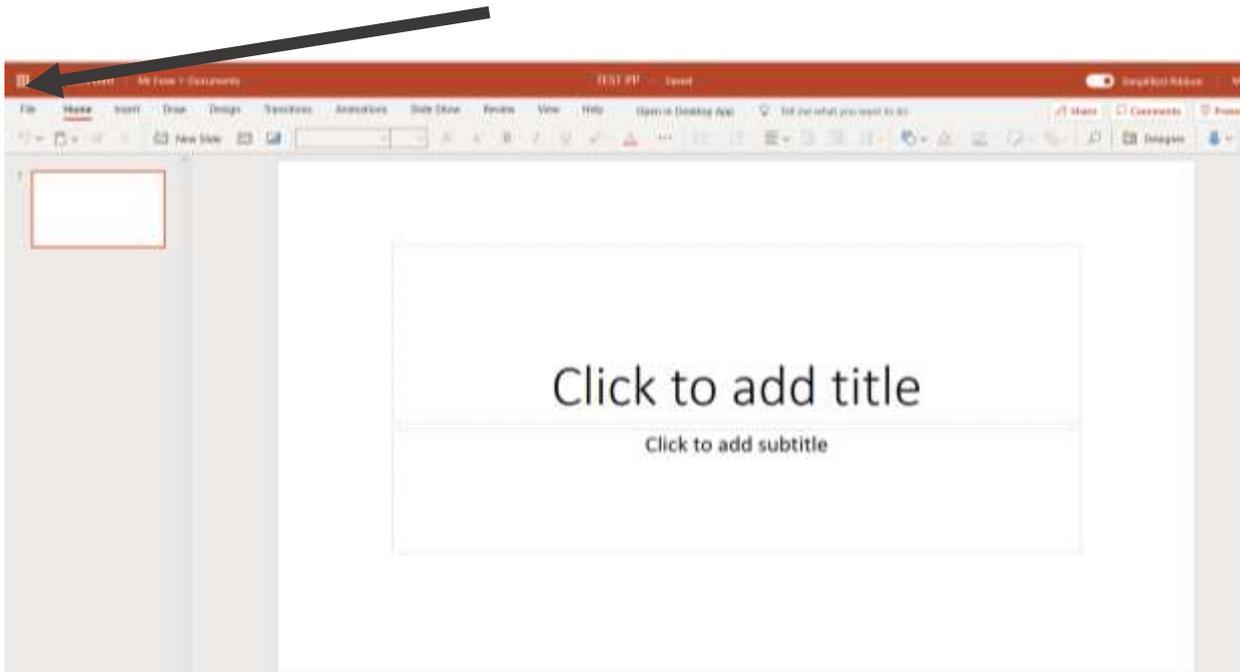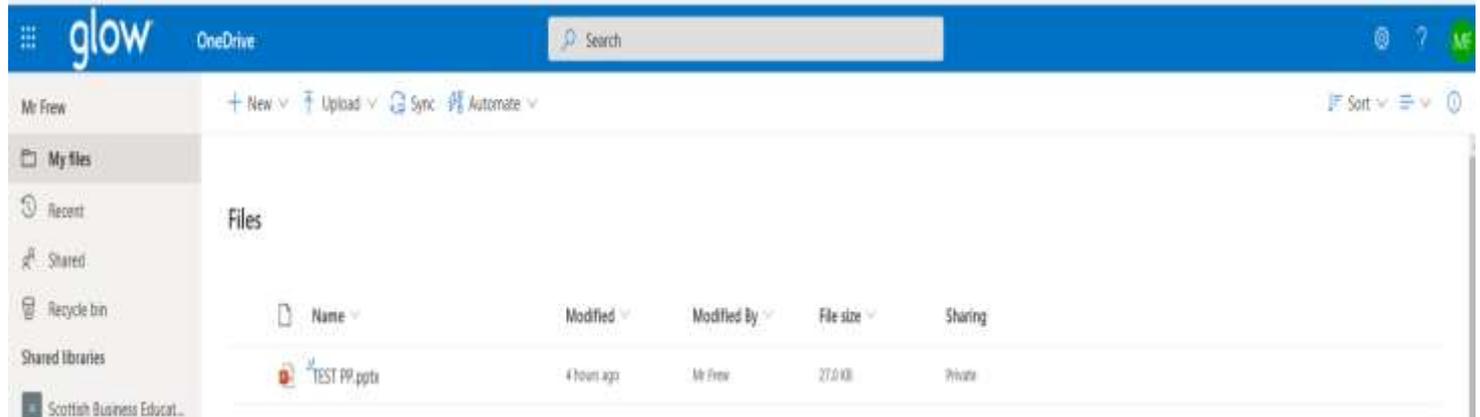


## Step 3

You'll be taken to the screen below, click on ONE DRIVE.
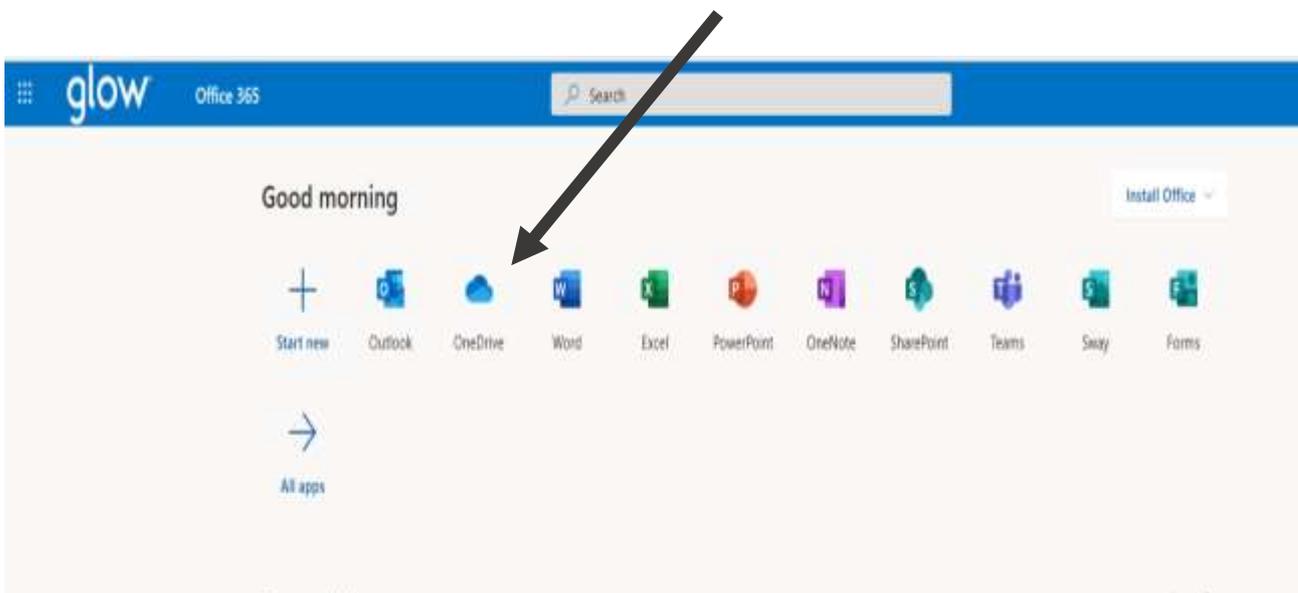
## Step 4

This is where you can organise your saved items, upload documents and share work with others.  This works in a very similar way to your Google Drive and has the similar features.

# Accessing Microsoft Teams

You may need to access Microsoft teams from time to time. This will give you access to live webinars. For example, live teaching sessions and virtual work experience may be conducted using Microsoft Teams.

Click on the Microsoft Team app on your launch pad (home screen).



You may be taken to another sign in page. If this is the case, please sign in with your GLOW email and password. You will then be taken to the page below. If you are using Teams you will have been given a link to click on or a code to join a team. If you have a code, click on **JOIN OR CREATE TEAM**.
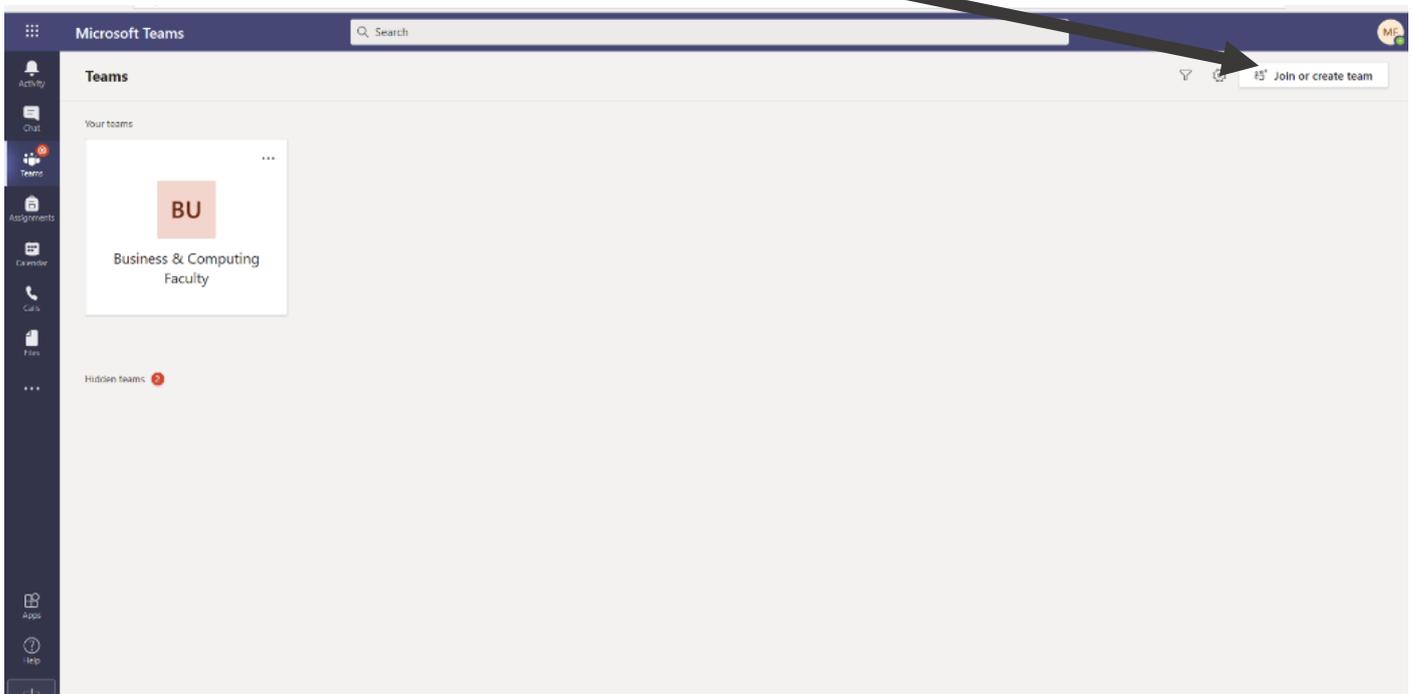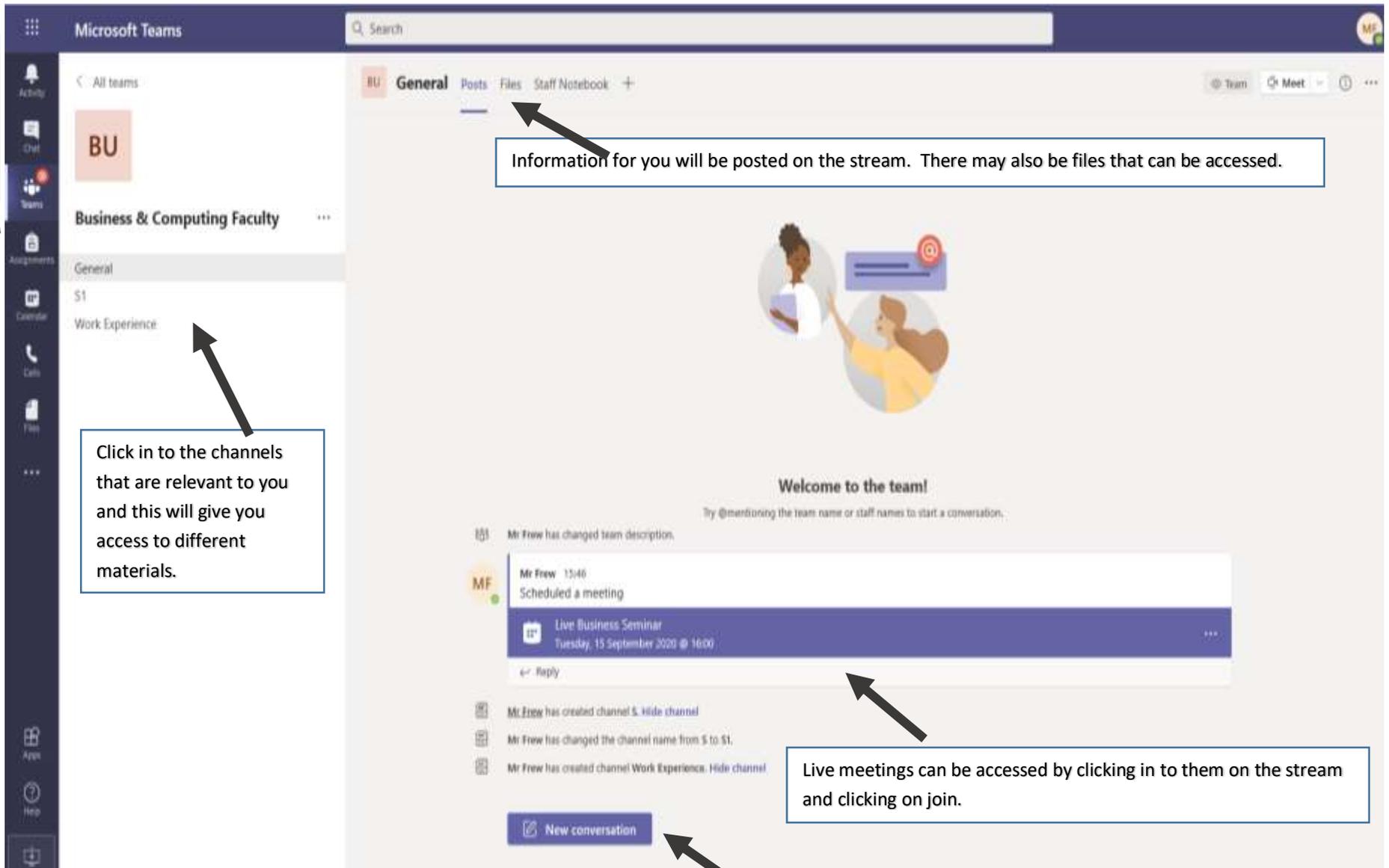
Enter your **CODE** and click the join team button.
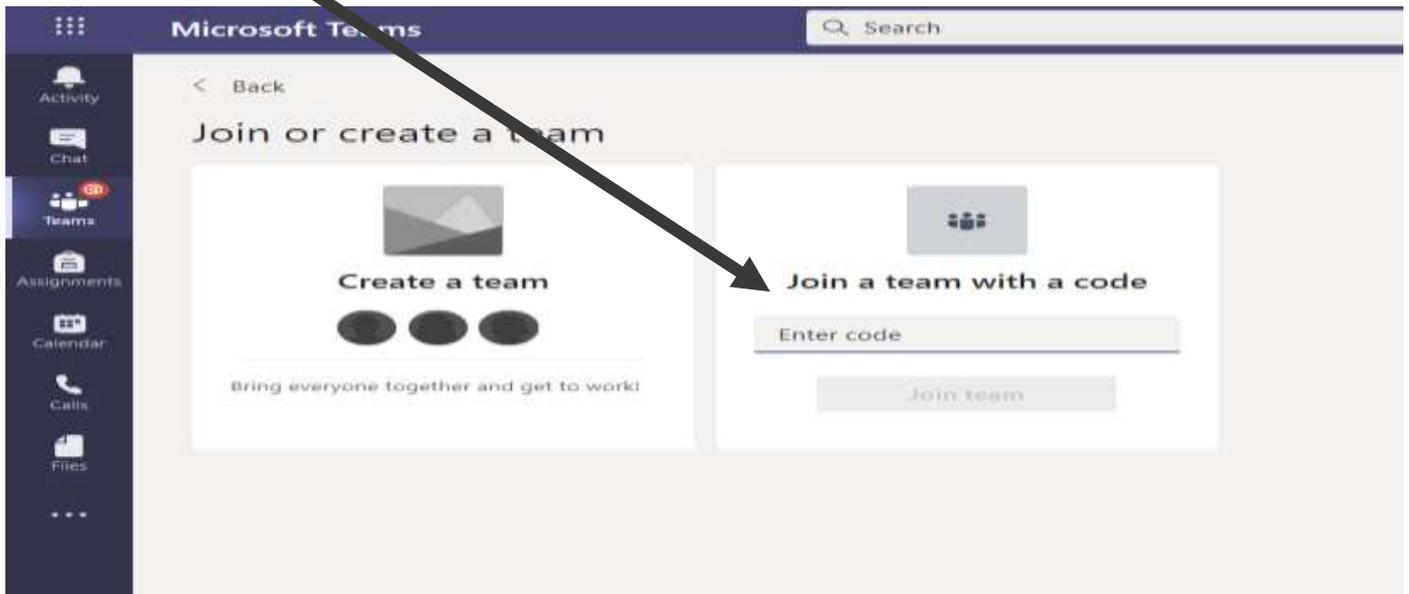


Once you have joined, click in to the team. You can view all of the teams that you have joined by clicking **TEAMS** on the side menu.
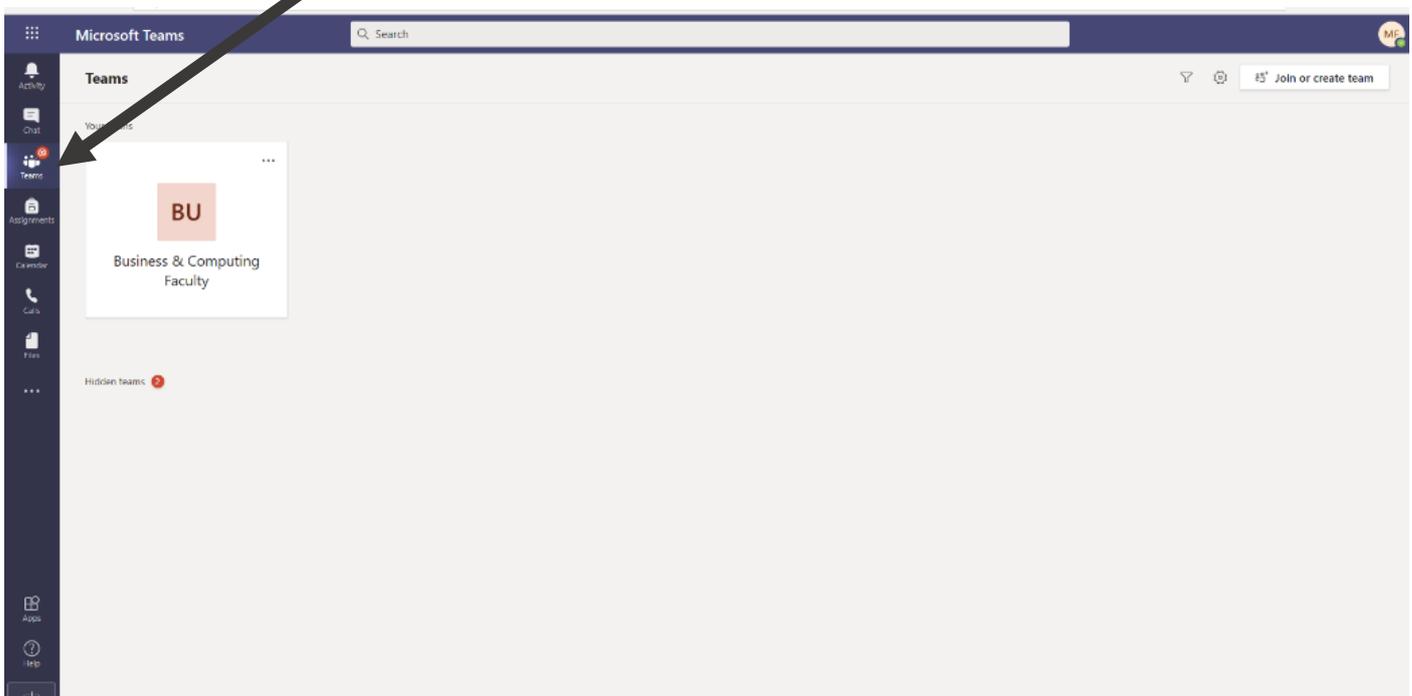
There may be assignments that are posted for you to work on.

Information for you will be posted on the stream. There may also be files that can be accessed.



Microsoft Teams

Q Search

BU **General** Posts Files Staff Notebook +

< All teams

BU

**Business & Computing Faculty** ...

General
S1
Work Experience

Click in to the channels that are relevant to you and this will give you access to different materials.

**Welcome to the team!**
Try @mentioning the team name or staff names to start a conversation.

Mr Frew has changed team description.

MF  Mr Frew 15:46
Scheduled a meeting

Live Business Seminar
Tuesday, 15 September 2020 @ 16:00

Reply

Mr Frew has created channel S. Hide channel

Mr Frew has changed the channel name from S to S1.

Mr Frew has created channel Work Experience. Hide channel

Live meetings can be accessed by clicking in to them on the stream and clicking on join.

New conversation

You can start conversations and add points ones that have already started.

# e-Sgoil (Senior Pupils Only)

e-Sgoil is fantastic resource that allows you to access study support materials online. All e-Sgoil webinar lessons are delivered by subject specialists, assisted by a second teacher. Lessons are offered for a range of National 5 and Higher courses. Places are limited and will be allocated on a first come, first served basis.

You can sign up for study support lesson here, registering at the bottom of the page. You will need your Glow login details and your Scottish Candidate Number.

**Please Remember**

**The 'MY PROFILE' section in Glow provides you with access to your email address that you will require when signing in to e-Sgoil.**

FAQ Section

**More Information**

Pupil Facts

Parent Facts