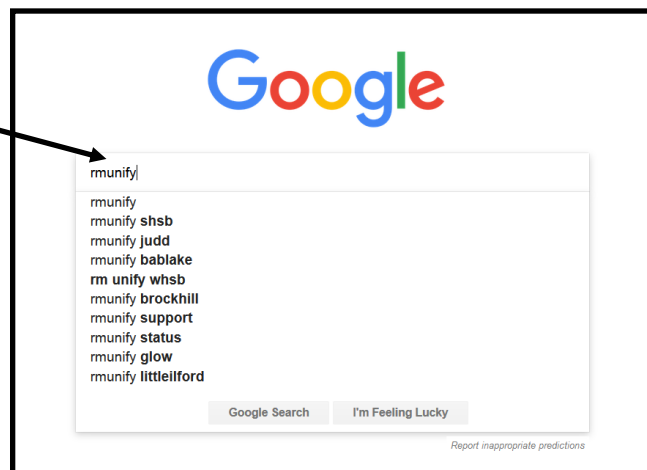
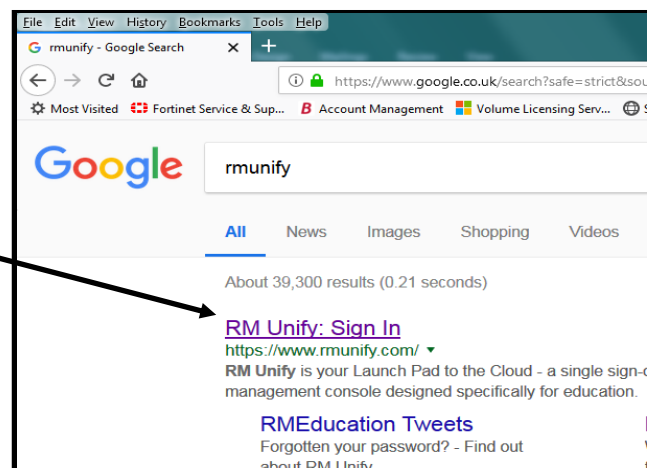


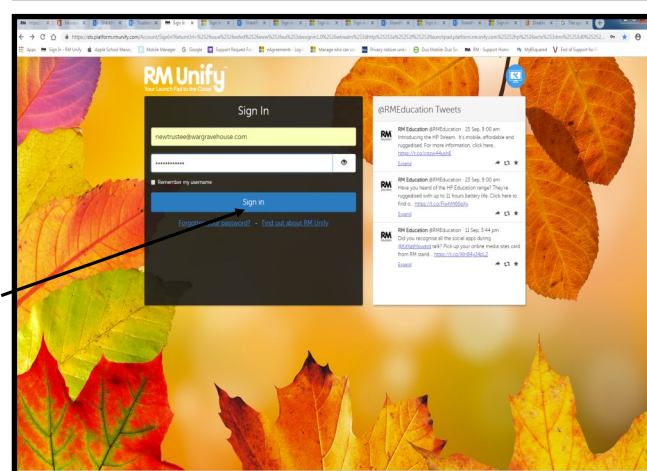
1. Search for 'RM Unify' in your browser. (We recommend using Chrome, this is a free download. Please install it prior to following this guide).



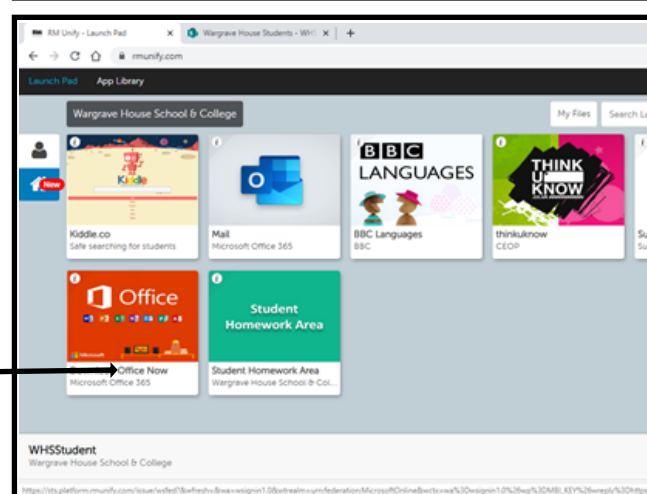
2. Click on the result that says 'RM Unify Sign in'.



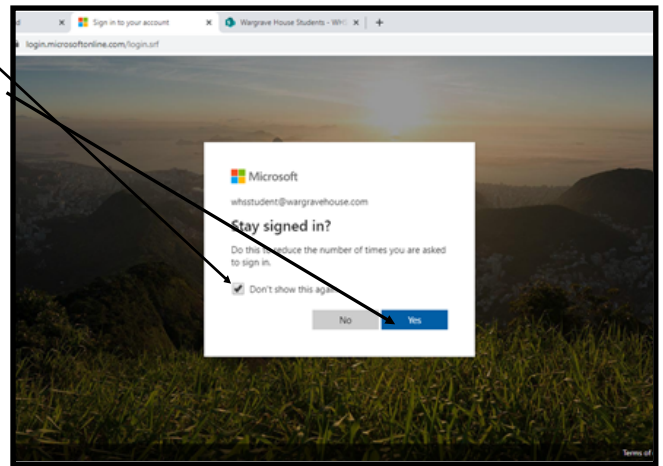
3. I recommend bookmarking this page at this point (adding to the favourites bar) . This will make it easier for you to access the site in the future. Once you have bookmarked it, enter your child's credentials (full email address, firstnamelastname@wargravehouse.com and their normal school password and click 'sign in' here.



4. You will now be presented with the RM Unify console. It contains a series of tiles giving you access to various services. In order to access all of the different file types in your child's work folder, you will need to have Microsoft Office installed. If you don't have it already, you can download it for free by clicking on the bright orange 'Office' tile and following the on-screen prompts. (Please ensure you have sufficient storage space and that your PC or other device is sufficiently powerful to run the applications. Details of minimum specifications can be found here <https://www.thewindowsclub.com/offie-2016-system-requirements>. If you already have Office 2016 installed, you can skip to number point 11.

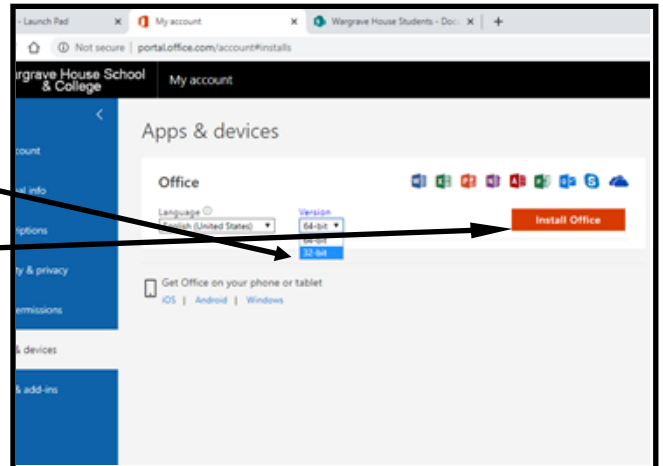


5. Next, click into the 'Don't show this again' box here (a tick should appear) then click 'Yes'.

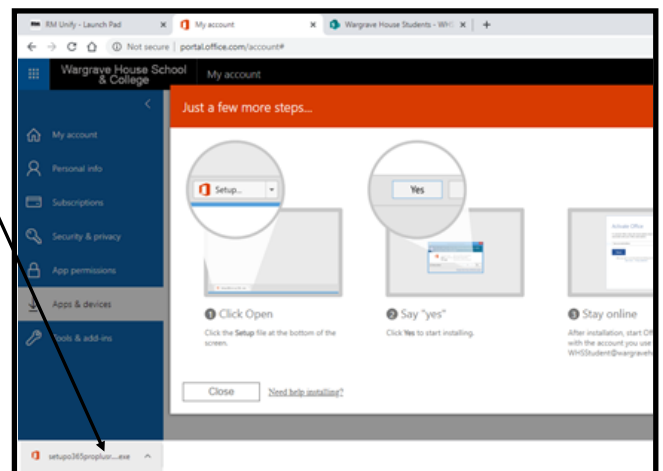


6. Next, select the 32-Bit option from this drop down box.

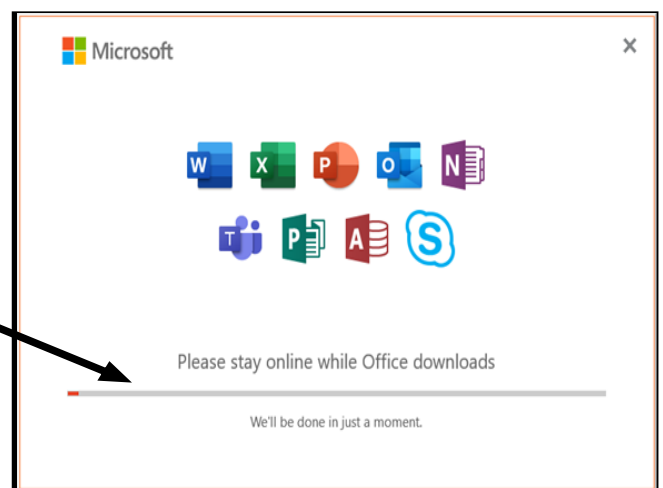
7. Then click here to start the installation process.



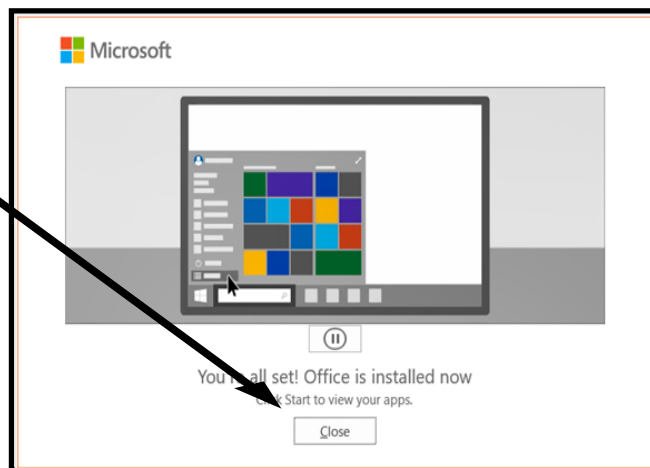
8. Next, click on the download link here. You will be prompted to 'Allow this App to make changes to your device', click 'Yes'.



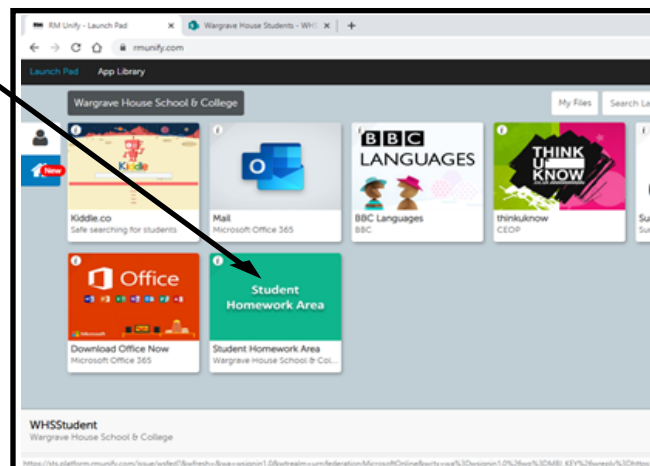
9. The installation progress bar should appear.



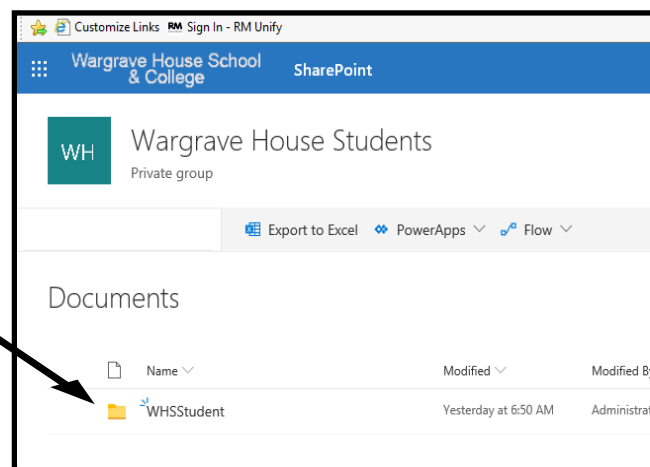
10. Once completed, click close then return to the RM Unify console by clicking on the RM Unify-Launch Pad tab in the top left hand side of your browser.



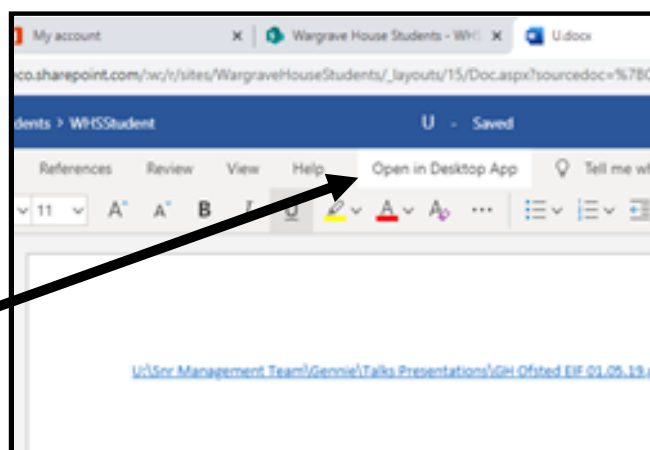
11. Next, click on the 'Student Homework Area' tile and a folder with your child's name should appear.



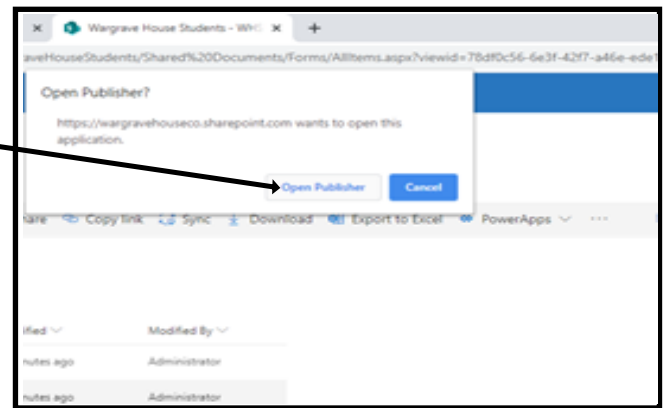
12. Click on it to open. Once opened, a series of documents will appear.



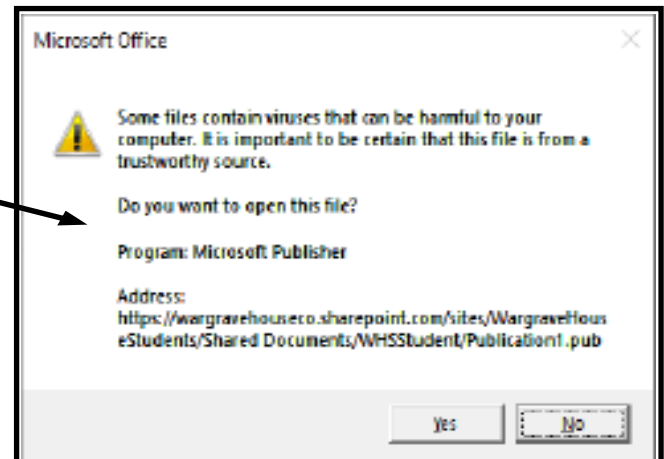
13. The type of document you open in the folder will determine which application opens. You can work in the web version of the apps (the default App that opens when you select a document in the list) or you have the option of opening the full version of the desktop App by clicking here if you prefer.



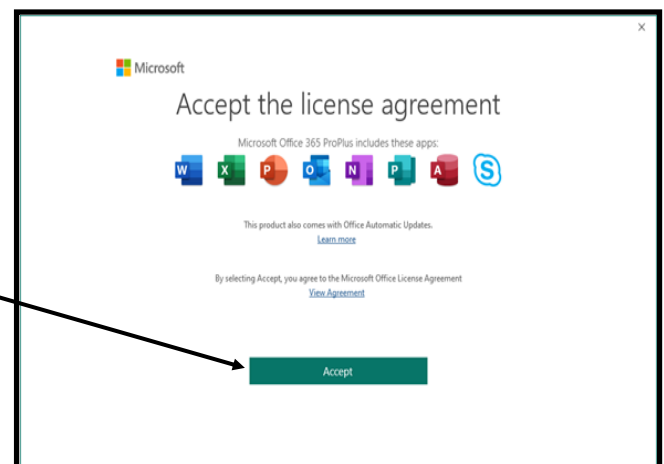
14. Publisher documents will only open in the desktop version as there is no online version available. Click here if prompted



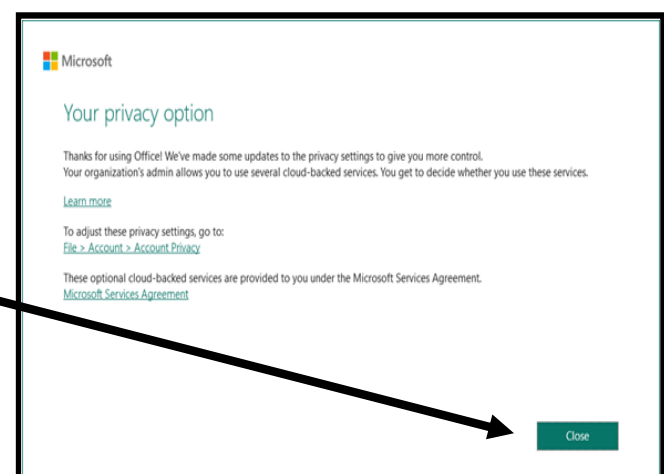
15. If you get a security warning like this, it is safe to click yes.



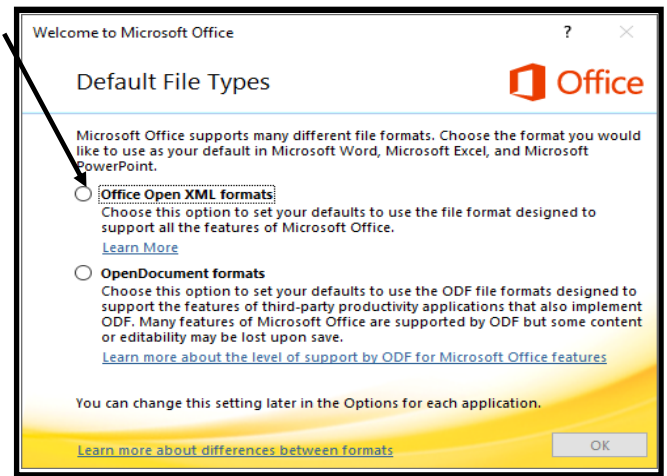
16. You will also see the license agreement page the first time you use the software. Click 'Accept' when you are happy with the details of the agreement.



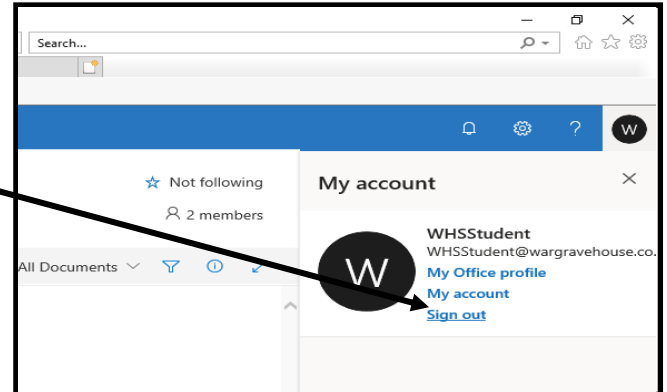
17. And details of the privacy options. Again, click 'close' when you are happy with the agreements.



18. Finally, you need to select this option here, then click ok. This is once again only necessary the first time you use the software.

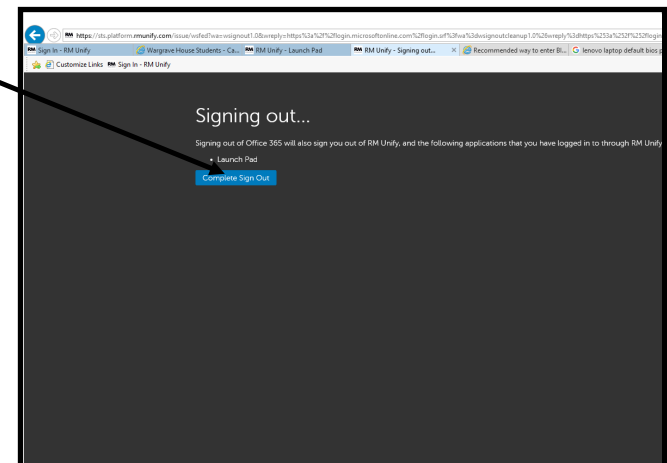


19. Once you have completed your session click your child's initials in the top right of the screen then click 'Sign Out' here.



20. Next, click here. Then close your browser.

If you have any technical problems and need any assistance please email **helpdesk@wargravehouse.com** or telephone the school on **01925224899** and ask for Chris or Shaun.



Important: The software and systems discussed in this guide are provided "as is", without warranty of any kind, express or implied, including but not limited to the fitness for a particular purpose. In no event shall Wargrave House School & College be liable for any claim, damages or other liability, arising from, or in connection with use of any systems discussed.