How to access students' letters in MySchool

All letters from students, school reports and photographs are now being uploaded to the MySchool portal. The system has been donated to us by the MySchool Management Company, and we are most grateful for their support.

Every sponsor has an **individual login and password** to access the site. You should have received this from MySchool. If you do not receive this please check your spam. If you don't find this, or if you lose it, please email me at <u>denise@giraffeproject.org</u>. Here is how you access the documents:

Go to <u>https://giraffe.msm.io/</u> and you will land on the login page:

Login	
Email	
Password	recover password

Log in with the password you received, and then change your password. You will see this screen:

Giraffe Project Children's Charity			@
Overview	Announcements		
0 My Files	Denise Baines	Letters from sponsored students in schools	16/03/2022
CURRENT STUDENT:			see all announcements
Ojijo, Samson 🗸			

You can click on the **announcement** to open it.

Go to My Files to open your file buckets.

File buckets			
Shared with me			
◆ <u>Description</u>	◆ <u>File count</u>	Creation date	◆ <u>Owner</u>
GS264 Oiiio	6	18/07/2020	Denise Baines

Open the folder to view the files. The number of files is shown, but they may not be in date order! The date shown is the date the folder was created, not the date of the most recent file. The 'owner' is simply the person who created the folder.

Please scan all the way to the end of a document – sometimes there is a drawing or photo on a later page.

Note that if you have more than one student their names appear when you click on the arrow in the box labelled 'current student'. However, there is no information available to you there.

Email <u>denise@giraffeproject.org</u> if you have any questions!