



Accessing and working from home  
through the school learning portal.

1) Open Google Chrome and go to [www.cardinalhume.com](http://www.cardinalhume.com)

Cardinal Hume Catholic School

Pupils at all key stages can view curriculum resources via our 'Learning from Home' portal.

Year 6 Transition information for pupils.

[Click Here](#)

ABOUT US NEWS AND EVENTS PARENTS STUDENTS SIXTH FORM

2) Click on the letter icon on the right hand side of the web page which will open Outlook and ask you to sign in.

Microsoft

Sign in

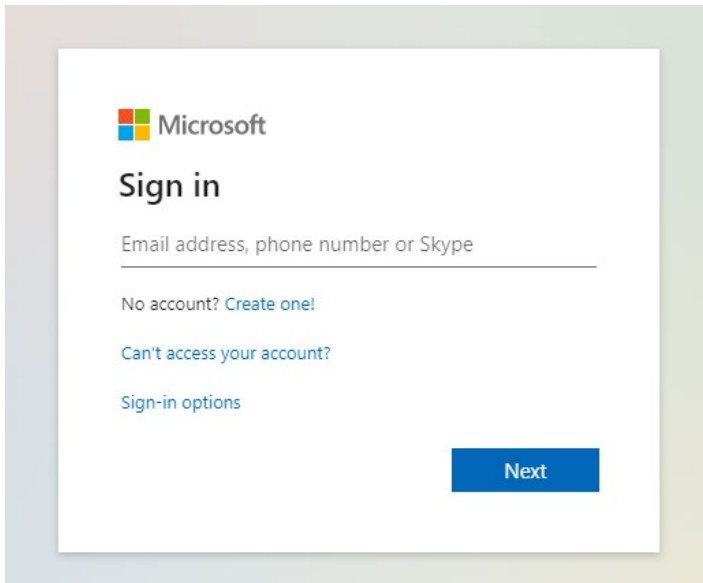
Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

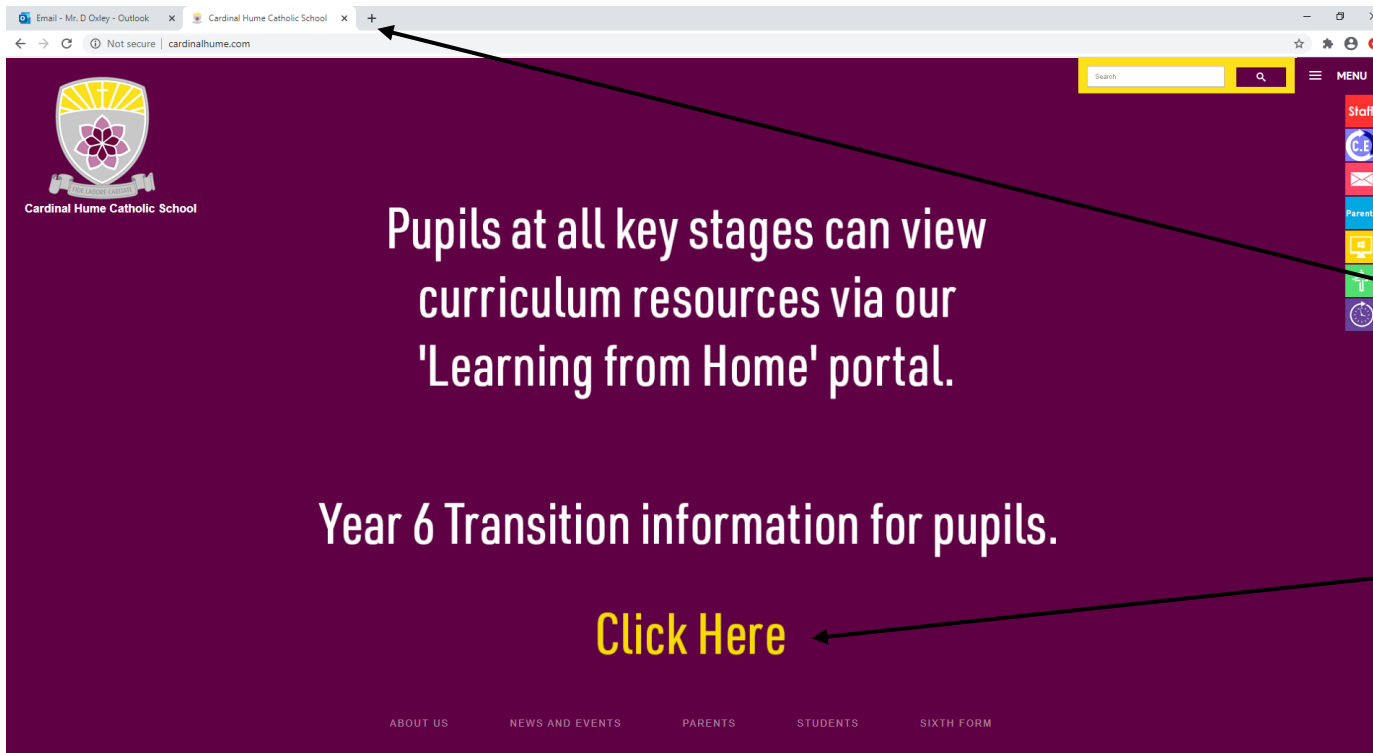
[Sign-in options](#)

Next



3) Type in your email address which is your username that you use to log onto the computers in school with, followed by @chs.bwcet.com

Example:  
16educ6895@chs.bwcet.com



4) Once you have signed into Outlook, open up a new tab at the top of the browser by clicking on the + sign.

5) Go to cardinalhume.com and click on the **Click Here** option on the Home Page, this will take you straight to our learning portal.

The screenshot shows a OneDrive web interface. The browser address bar displays the URL: `cardinalhume-my.sharepoint.com/personal/cyd_cardinalhume_com1/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fcyd_cardinalhume_com1%2FDocuments%2FRevision%20Material%20-%20CHCS&originalPath=aHR0cHM6Ly9jYXJkaW5hbGh1bWUtbXkuc2hhcm...`. The OneDrive header includes the user name 'Mr. C Youd', a search bar, and navigation options: '+ New', 'Upload', 'Share', 'Copy link', 'Sync', and 'Download'. The left sidebar shows 'My files' and 'Our files'. The main content area displays the folder 'Revision Material - CHCS' with a table of files.

Name	Modified	Modified By	File size	Sharing
0 SUMMER PROVISION Y6-10	July 14	Mrs. R Flint	3 items	Shared
2019-2020	August 23	Mrs. L Gray	13 items	Shared
2020-2021	August 23	Mrs. L Gray	7 items	Shared
A Student Guide to Successful Remote Lear...	April 24	Mr. J Lawlor	54.2 KB	Shared
Parent Notice - Remote Learning.docx	April 24	Mr. J Lawlor	53.5 KB	Shared

At the bottom left of the OneDrive interface, there are links for 'Get the OneDrive apps' and 'Return to classic OneDrive'.

Please note: You must sign in and keep Outlook open in a separate tab for full access to our learning portal. Having Outlook open allows the portal to easily read your credentials and verify your permissions. Accessing the portal without doing these steps will result in the documents refusing you access.

If you are using a mobile device or an Apple device, you may be asked if you would like to use the OneDrive application or through a browser, always choose the browser as the portal will not work correctly through the OneDrive application.

To do this, hold your finger down on the link on the school homepage and choose 'open in new tab'.

