The Cambridge Partnership

Developing inspirational teachers for the future

Accessing your CamPartnership.org account

The email sent to your school email address with your CamPartnership account details should include:

- your CamPartnership.org username email address
- your initial password

To access your account:

1. In a web browser, go to portal.office.com or similar Office 365 sign-in page.

   If you are automatically logged in, the browser has accessed the details of another account. In this case you must sign out of that account and access the sign-in page again. (Typically, you can sign out by clicking on your user icon to the top right of most Office 365 pages. More detail is provided at the end.)

   If you are prompted to enter your password without entering your CamPartnership.org username, then your browser has loaded a previous username. In this case, click on 'Sign in with a different account'.

2. When prompted to Sign in, enter your CamPartnership.org user email address, including @campartnership.org.

3. Enter the initial password that was included in the email sent to you.

4. Set (and remember) your own password if prompted to do so.

**To access your trainee's portfolio and documents:**

1. When logged in to your CamPartnership account, go to the Outlook web app. You can access this from the 9-square app launcher icon at the top left of most Office 365 apps, or from the Office 365 dashboard (go to portal.office.com to open the dashboard).

2. An email is sent to your CamPartnership email address with a link to the shared folder for your trainee's portfolio and documents.

3. Open the relevant email to get the link. Clicking on the link in the email will open the shared folder when you are logged in to your CamPartnership account.

   It is possible that your computer will attempt to access the link through your school Office 365 account if you are still logged in to that account on your computer. To prevent this happening, open the email in the Outlook app, and right click on the link in the email. Copy the link address. Paste this link address into the web browser address bar, and press Enter or Return key on your keyboard to load the page.

4. Open your trainee's portfolio and documents folder. In future, when you log in to your account, these documents should be listed in your Recent files for easy access.

Signing out of Office 365 in web browser:

1. Open a web browser and go to portal.office.com. This should open the Office 365 dashboard.

2. Click on your user icon (circle to top right with your initials or profile picture) to open the 'My account' menu.

3. Click on 'Sign out' at the bottom of the panel.
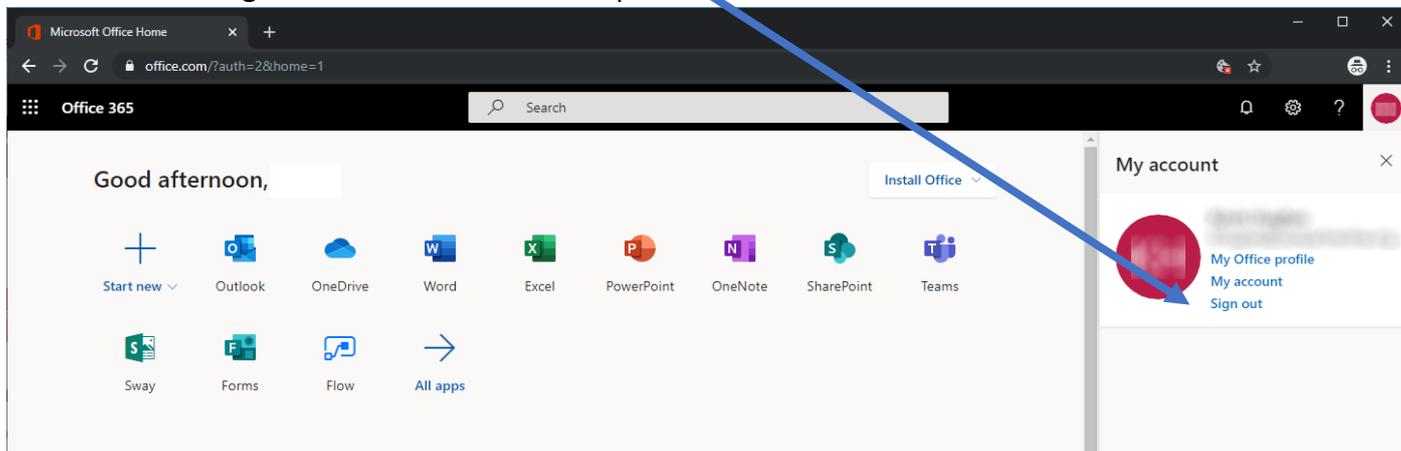
4. If 'Sign out' is not available, you may need to talk to your IT technical support in school.

Using 'Private' or 'Incognito' mode:

You may be able to access your CamPartnership account by opening a browser in 'private' or 'incognito' mode. This does not detect any stored details.

'Private' or 'Incognito' mode is blocked in some schools.

You can get information on accessing 'private' or 'incognito' mode from
https://support.wix.com/en/article/opening-your-browser-in-incognitoprivate-browsing-mode