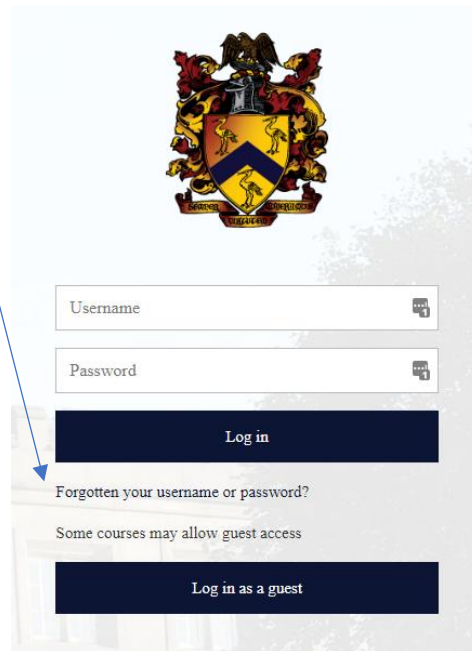


# ACCESSING BLOODLE

## First: Obtain your Bloodle Username

Your username will have the form p\_(initial)(surname)(number). Obtain it as follows

1. Use the Bloodle link from My Ed or our Website LINKS page or using a web browser, navigate to Bloodle: <http://vle.blue-coat.org>
2. Click on **Forgotten your Username or Password?**



3. Enter your email address in the **Search by Email Address** section and click the SEARCH button underneath.

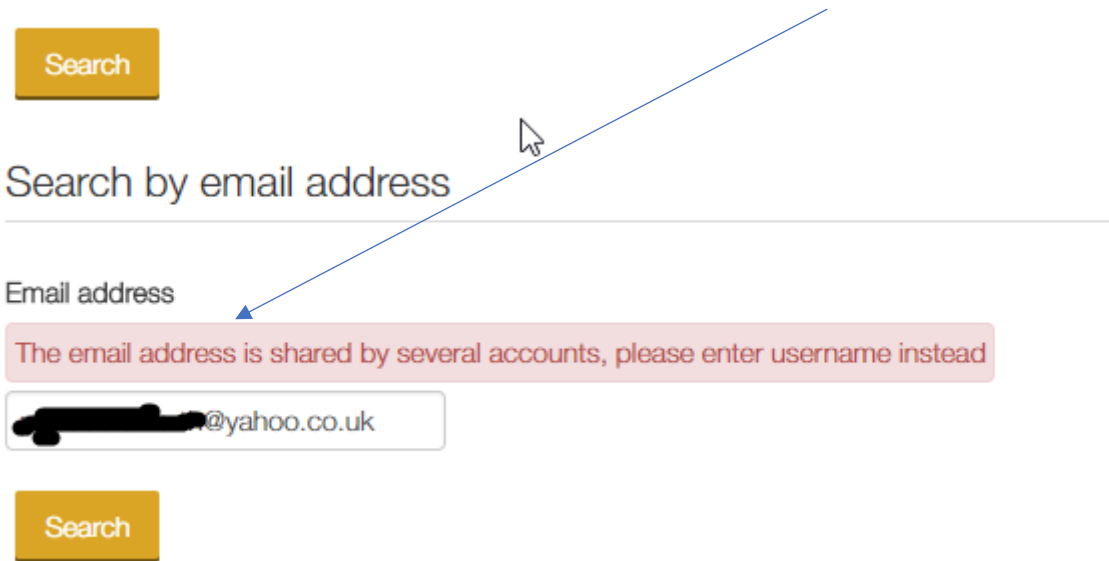


4. Your reset password instructions will be emailed to you.
5. **IMPORTANT** - Make a note of your **username** in the first line of the email. Here is an example:

“A password reset was requested for your account '**p\_jbloggs2**' at Bloodle - The Blue Coat School VLE”

## Troubleshooting

If you share an email address with your partner you may receive the following message:



The screenshot shows a search interface. At the top left is a yellow 'Search' button. Below it is the text 'Search by email address' followed by a horizontal line. Underneath the line is the label 'Email address'. A red error message box contains the text: 'The email address is shared by several accounts, please enter username instead'. Below the error message is a text input field containing a redacted email address followed by '@yahoo.co.uk'. At the bottom left is another yellow 'Search' button. A blue arrow points from the top right towards the error message box.

If this message appears please email [data@blue-coat.org](mailto:data@blue-coat.org) to be sent your username.

## Second: Reset your Password

1. Click on the link in the email to reset your password.
2. Once you have your username and password you can sign in at [vle.blue-coat.org](http://vle.blue-coat.org) or by following the Bloodle link on MyEd or the website.

**If you experience problems logging on, contact the data team: [data@blue-coat.org](mailto:data@blue-coat.org)**