



BABLAKE &
KING HENRY VIII
SCHOOL



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PREPARATORY
SCHOOL

Accessing iSAMS

The following are process notes for how to log onto iSAMS for the first time, and the usual log in process for when your are Connected to Network or when working from home and you need a Two-Factor Authentication.

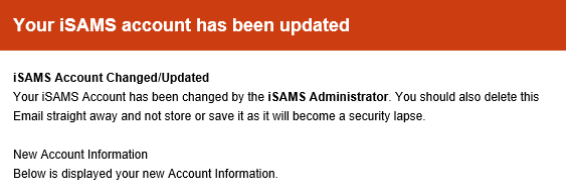
Connected to Network

You will receive a couple of emails from Coventry Schools Foundation

Coventry Schools Foundation <noreply@bkhs.org.uk>

EXTERNAL SENDER: Your iSAMS account has been updated

One will show that your iSAMS Account has Changed/Updated – and will give you details of your Username/Initials, name, Email Address etc



Your iSAMS account has been updated

iSAMS Account Changed/Updated
Your iSAMS Account has been changed by the iSAMS Administrator. You should also delete this Email straight away and not store or save it as it will become a security lapse.

New Account Information
Below is displayed your new Account Information.

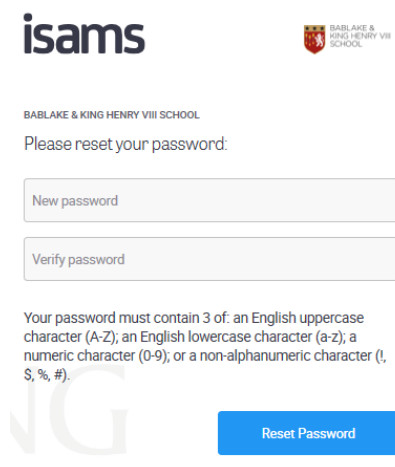
The other, will provide you with a link to Set your Password – please click on the link


Please click on the following link to set your password:

[Set Password.](#)

This link will expire on 01/05/2021 09:47:25.

You will be directed to the <https://bkhs.isams.cloud> website and it will ask you to insert your new password



isams 

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Please reset your password:

Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #).

Insert a new password following the instructions

Once you have inserted the password you will received confirmation. Click on the iSAMS link

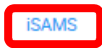


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The password has been changed and can now be used to log in to iSAMS applications.

If you are not automatically redirected, please follow the link below.

Use one of the links below to launch an iSAMS product.



You will then get the following screen asking you to insert your Username and Password.

Your Username will be in the email you received from Coventry Schools Foundation. The Password will be the one you just created.

The screenshot shows the iSAMS login interface for Bablake & King Henry VIII School. At the top left is the 'isams' logo. To its right is the school's crest and name. Below this is a yellow warning box with a triangle icon and the text 'Unsupported Web Browser'. Underneath the warning is the school name 'BABLAKE & KING HENRY VIII SCHOOL' and the instruction 'Please enter your login credentials:'. There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a checkbox labeled 'Remember my username'. To the right of the checkbox is a blue 'Sign In' button. Below the 'Sign In' button is a blue link that says 'Forgotten your details?'. A large, semi-transparent 'NG' watermark is visible on the left side of the screenshot.

Click Sign In and you will be taken to the Bablake King Henrys iSAMS page.

Usual Log on – Connected to Network

When you usually logon to iSAMS, insert <https://bkhs.isams.cloud> or select from your favourites bar if you have set that up

Insert your Username and Password

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Please enter your login credentials:

Remember my username

Sign In

Click Sign In and you will be taken to the Bablake King Henrys iSAMS page.

Two-Factor Authentication – if you are working from home

Please note that as part of the process you will be required to download an authentication app, possibly on your own personal mobile phone if you do not have a school mobile. Please note that there is no expectation that staff access iSAMS on your own devices outside of school, but it will be required for the initial set up process.

Following the instruction in the Connected to Network – then when you get to the Click Sign In, if you are not on the network, you will be taken to the Configure iSAMS Two-Factor Authentication page, which is where you will need to download an Authentication App.



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Configure iSAMS Two-Factor Authentication

iSAMS two-factor authentication has been enabled for your account. This added layer of security will help protect your login credentials from potential cyber-attacks.

To log in, you will need to enter a verification code in addition to your usual username and password. To generate this verification code via your smart device, please follow the guide below.

1. Download a TOTP (Time-Based One Time Password) authenticator app from the Android or iOS Appstore. We'd recommend using one of the following:

- Authy 2-Factor Authentication
- Google Authenticator
- Microsoft Authenticator

2. Follow the set-up instructions within the app and configure using either the QR code or manual setup key below.



Manual Setup Key

KJUWG2DBOJSFGZLXMVWGYMRXG4YTMNRRHA2DIOBXG42DI

3. Generate the verification code and enter it in the box below.

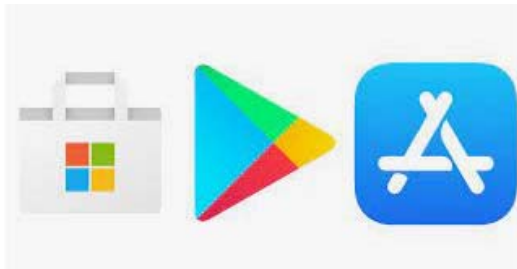
[Can't generate a verification code?](#)

Verify

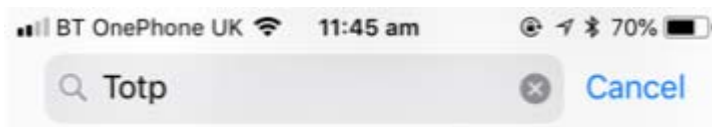
Don't ask again for 7 days

It says on the instructions to use TOTP (Time-Based One Time Password) authenticator app, however you may be able to use other authenticator apps if you already have them on your phone, such as Google authenticator, Microsoft authenticator, lastpass authenticator etc.

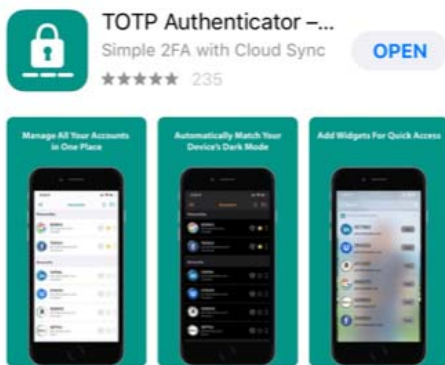
On your mobile phone go to your App Store



Search for TOTP

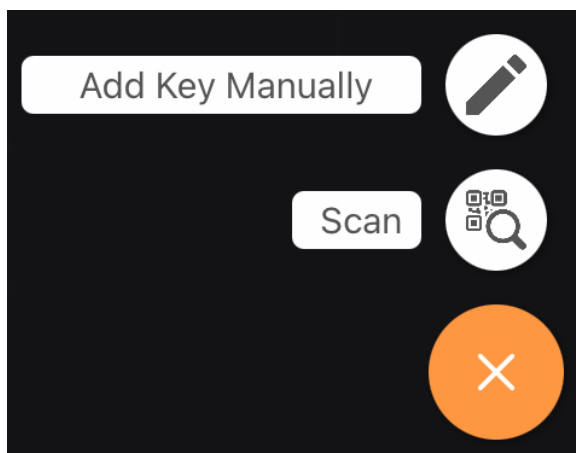


And click on Buy/Get and download the App – Please note the App is FREE, you will not be charged for purchasing it.



Open the App and you will get a screen similar to this (it may have a + sign not an x)

Click on Scan



Hold your phone up to the Computer Screen and Scan the QR Barcode.



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Manual Setup Key

KJUWG2DBOJSFGZLXMVWGYMRXG4YTMNRRHA2DIOBXG42DI

3. Generate the verification code and enter it in the box below.

[Can't generate a verification code?](#)

Don't ask again for 7 days

Insert the Verification Code that appears on your new TOTP Authentication App, in the Verification Code section on the computer screen and click Verify.

You will then be asked to select a Security questions – click on the drop down menu



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Please configure your security details:

Select a security question ▼

Security answer

Confirm answer

Save Details

Pick the relevant question you would like to give the answer too.



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Please configure your security details:

Select a security question

Mother's maiden name

City/Town of birth

Favourite pet's name

Enter my own question

Save Details

Insert the answer, and confirm the answer - click Save Details.



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Please configure your security details:

Select a security question ▼

Security answer

Confirm answer

Save Details

You will then have completed the process and be re-directed to <https://bkhs.isams.cloud> and you can start using the system. This is the LIVE System- at the minute please do not delete/change anything without the prior approval of Tim Lees (trees@bkhs.org.uk) or Latifah ojukutu-macauleyl@bkhs.org.uk

Usual Log on - Two-Factor Authentication – working from home

When you usually logon to iSAMS, insert <https://bkhs.isams.cloud> or select from your favourites bar if you have set that up

Insert your Username and Password

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Please enter your login credentials:

Username

Password

••••••••

Remember my username

Sign In

Open up the TOTP Authentication App on your phone and insert the Verification Code from the App in the Verification Code section on the screen and click Verify – then you will be taken straight to Bablake King Henrys iSAMS page.

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Please enter your verification code.

Verification Code

|

[Can't generate a verification code?](#)

Verify

Don't ask again for 7 days