

How to access a student's MS Teams link on our secure website:

- 1. Log on to <u>www.nowsthetimeforchange.com</u>
- 2. On the top right hand-side on the main page, please click on 'Sign in'
- 3. Add username and password (we have asked the parents to provide their email address and password)
- 4. Once logged in, click the 'My bookings' tab on the left hand-side.
- 5. Click under the relevant lotus flower for Adult/Young Person/Infant.
- 6. Under the correct date and time, press 'Access session'
- 7. The coach will know you're waiting and let you into the meeting.

If you have any further questions, please do not hesitate to contact us on our freephone number: 03453 669755.

Thank you for facilitating these sessions in school time and your support - we appreciate your time and patience.

Many thanks,

NOW's the time for change