Cloud First IT Migration 2023

Staff Information Pack

Kirkby High School

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Staff Letter

22nd August 2023

Afternoon all,

As you are already aware, over the summer we have been upgrading IT Systems across the Trust to improve IT services by following our IT strategy. A major part of our strategy is to move towards a cloud first approach in the way we utilise technology. A cloud first approach is where we utilise cloud computing when possible, as we replace or buy new systems.

Thank you all for your patience and understanding throughout this process both in the lead up to the summer half term and throughout the summer break.

The data migration is complete for Kirkby High School and the device migration is ongoing. This information pack will give you further information about the changes you should be aware of for when you return in September.

If you do have any other questions, please email your IT helpdesk.

We are committed to continuously improve the experience of IT for staff and students across our Trust, so if you have any feedback please let us know.

Kind Regards,

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Trust IT Manager

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Cloud First Strategy

There are many benefits to utilising a cloud first strategy, the main driving factors for this decision in our strategy are below:

- Reduced need / no need for the remote access environment in the future
- Keeping up to date with technology
- Faster logon times
- Increased security of the data within the cloud
- Reliable accessibility to resources both on and off-site
- Faster deployment time for new devices and new software
- A scalable management system as our Trust grows
- Installing resilient and faster internet lines
- Reduce the physical infrastructure on-site
- Saving energy

What has changed

When you return in September, there are a few changes that you need to be aware of. These are detailed below:

Logging in to PCs and laptops

You will need to login using your full email address as your username. So as an example, if you previously logged in with the username 'J.Smith', from September you will need to log in with the username 'J.Smith@yourschool.com'.

Bookmarks and Passwords stored in web-browsers

All of the computers have been reset over the summer break to enable them to be enrolled onto the new management system. This will have removed any passwords and bookmarks that were stored in web-browsers. A separate guide on how you can save all of your bookmarks has been sent out separately by your IT team before the summer break.

Default web-browser

From September, the default web browser will be Microsoft Edge.

Staff laptops

All staff laptops will have been recalled as part of the works over summer so they could be re-deployed on the same management system as the devices on-site. To ensure the security of devices that are leaving site, they will now have BitLocker enabled on them. BitLocker is used to mitigate unauthorised data access on lost or

stolen computers by encrypting all user and system files. This is then unencrypted as you log in, as it will ask for a separate code.

Using USB devices after the migration

When you return in September, the use of USB pen drives / storage devices will be disabled to help keep our network secure. You will be able to access your OneDrive and SharePoint folders remotely so the need for USB devices should be limited to only those required for delivering the curriculum.

Accessing the Shared Area on SharePoint Online

All of the files and folders that were moved into the new shared area directory that was created before the summer break have now been migrated across to SharePoint Online. These can be accessed both on-site and off-site.

Due to the number of files and folders stored in the shared area, it has been split up into multiple SharePoint sites to ensure it can be used efficiently.

The SharePoint sites can be accessed via the following links:

- Admin
- All Staff
- Chinese
- Computing
- Creative Arts
- Dance
- English
- Geography
- History
- Maths
- MFL
- Music
- Physical Education
- Religious Education
- Science
- Technology
- SLT
- Art

These links will take you straight to the SharePoint site where the required files and folders are located. An example of how this will look in your browser is below:
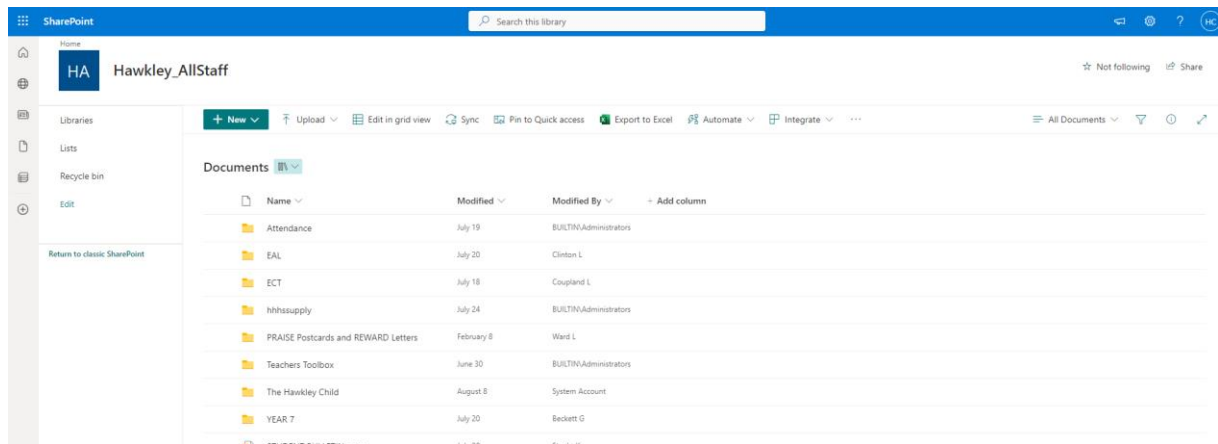
Creating a new file / folder

To create a new file or folder from within the SharePoint, you can select the 'New' icon in the menu, and then select either 'Folder' or 'Document':
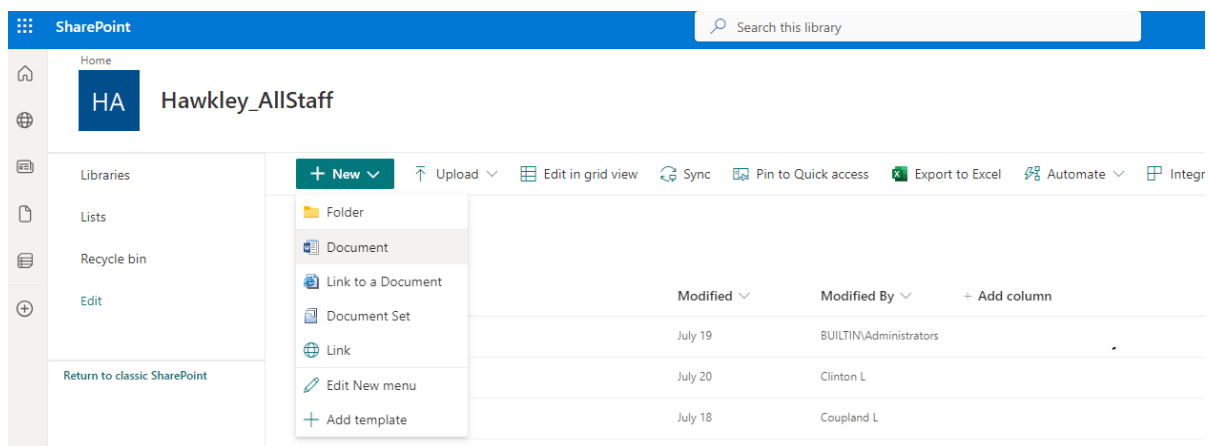

The most efficient way to use SharePoint is online, as shown above. However, you may also want it to appear in file explorer, so it is presented to you the same as how the old Shared Drives were.

Alternatively, if you open a Desktop App such as Word, Excel etc. you can save to the SharePoint by going to File > Save As and then browse to Sites – Rowan Learning Trust, you will be able to see the SharePoint Sites you are following (guidance on following a SharePoint is below) in this menu:

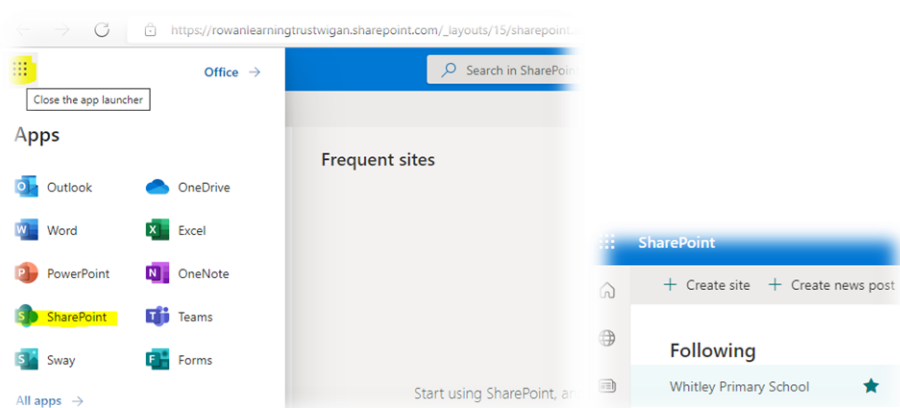The Rowan Learning Trust

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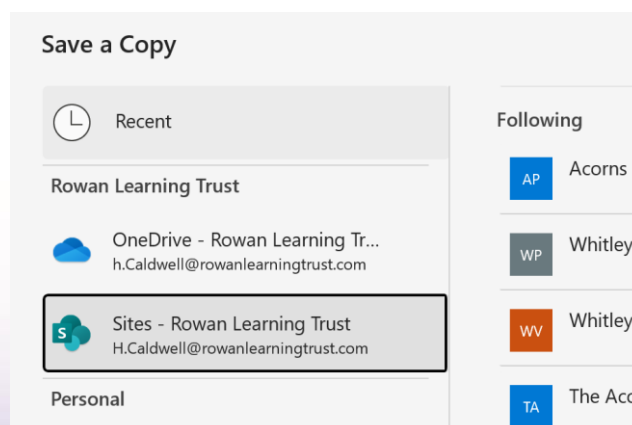
Accessing SharePoint Online

To access a SharePoint regularly you can follow the site by clicking on the star highlighted below:
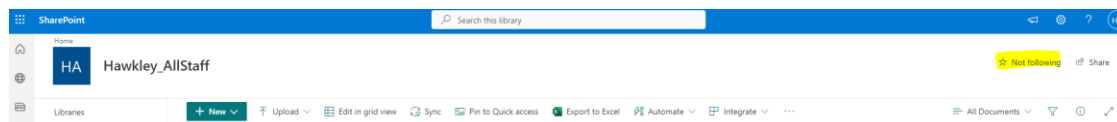
Then when you log into office 365 in the future, and go to SharePoint through the app launcher:


You can see the SharePoint site in the list now. The link will take you to the parent site using this method, so you will need to select Documents on the menu on the left to view the files.

You can also add the SharePoint sites to your favourites in the web browser.

## Accessing SharePoint by Syncing it with File Explorer

Please note that this sync can take a few hours to fully complete, as it will be indexing every file and folder in the SharePoint which there are thousands of. It is recommended that you only do this on a work device you will be accessing regularly such as your own assigned laptop or classroom PC. We recommended using SharePoint online (outlined above) as it is more efficient and will always be up to date.

To sync the SharePoint to File Explorer, open the required SharePoint link as above and then click on sync icon in the menu of this screen.
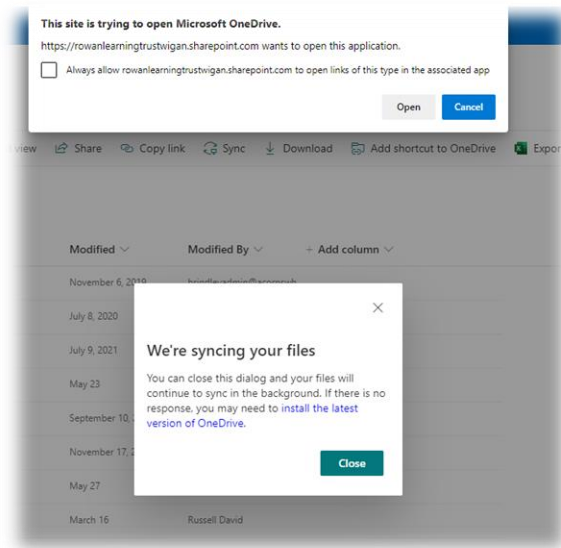
After clicking 'sync', the above will appear, click on 'open' in the top notification and then close on the 'We're syncing your files' one.

Then if you open a new File Explorer window, you will see the additional Rowan Learning Trust icon that has been added into the options, you will be able to view the files in there. Although they will always be available online as well in the Sharepoint site.
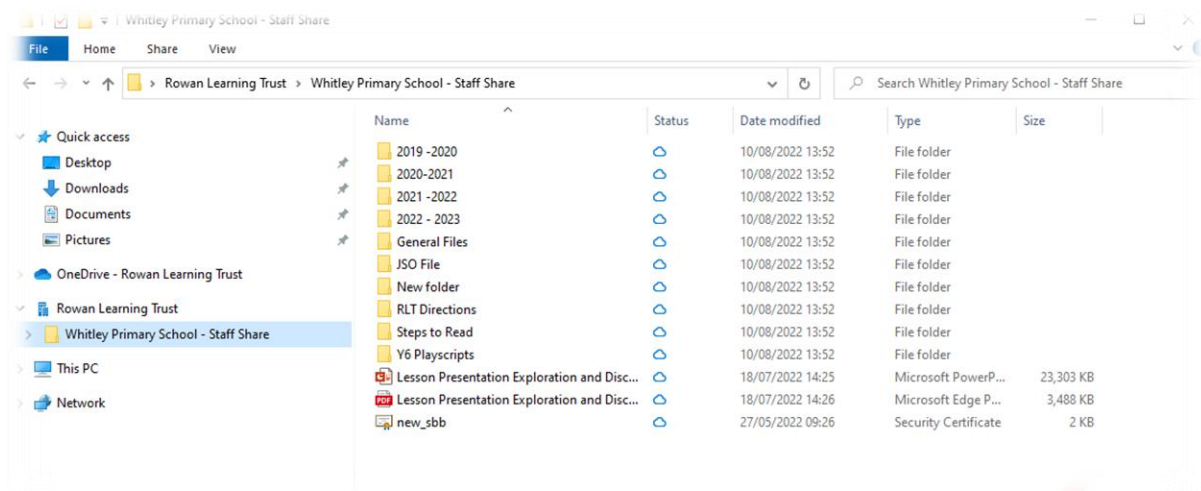

If you have access to more than one SharePoint, the above process can be repeated, and you can add additional SharePoint syncs on there. They will all be listed underneath the main Rowan Learning Trust menu item. Once you have done this on a device it will remember it next time you log in, but you will have to set it up again on different devices.

Accessing Personal files from September (OneDrive)

Personal data is all stored in your OneDrive account, which can be accessed either through the office 365 online site, or through File Explorer on any work device.

If you browse to www.office.com, you will be able to access OneDrive through the App Launcher:
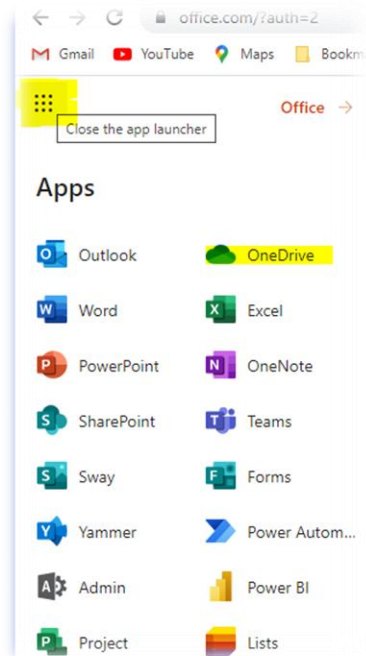
You can also access it by going to File Explorer if it is syncing to your device successfully.

Setting up MFA

To access OneDrive and the new SharePoint, you will need to have MFA set up on your account.

MFA helps safeguard access to data and applications by requesting two or more verification factors and therefore increasing security by ensuring you are who you say you are. For example, your username and password is one verification factor, although these can be easily compromised. MFA requires a second verification method to be used, such as a verification code from an app on your smartphone which reduces the risk of your account being compromised dramatically as only you can access your mobile phone.

When and how will MFA be used?

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When you are accessing Office 365 on a PC / device that is on the school network, you will not be asked to use MFA.

If you are logging into Office 365 at home on a personal PC / device then you will be asked to use MFA. You can log into office 365 as normal, by entering your username and password, it will then ask for your second verification method before allowing you through to use Office 365.

Multi-Factor Authentication Methods

There are two main methods you can use to authenticate when logging into Office 365. These are:

Authentication Phone – Call me

If you select this authentication method, you are setting up your MFA authentication to call you when you want to authenticate. If you are choosing this option it is recommended to use a mobile phone that you will have with you most of the time so you will be able to use MFA wherever you are. You will need access to this phone during the configuration of your MFA preferences.

Mobile App – Microsoft Authenticator App

If you select this authentication method, you can choose to 'Receive notifications for verification'. This pushes a notification to the authenticator app on your smartphone or tablet that you can approve or deny. If you are choosing this option it is recommended to use a mobile phone that you will have with you most of the time so you will be able to use MFA wherever you are. You will need access to this phone during the configuration of your MFA preferences.

Registering Multi-Factor Authentication Preferences

Click on this link to register for MFA - https://aka.ms/mfasetup

Mobile App – Microsoft Authenticator App

If you choose to use the Mobile App to authenticate, the video link below demonstrates this process step by step: Mobile App Authentication

The verification code option within this configuration is no longer available as an authentication method so you will need to select the 'Receive notifications for verification' option. The rest of the setup process is the same.

Authentication Phone – Call me

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If you choose to use the phone call as a second verification method, please follow the steps below:

Click on the above link to register for MFA, and click 'Next' on the below screen.
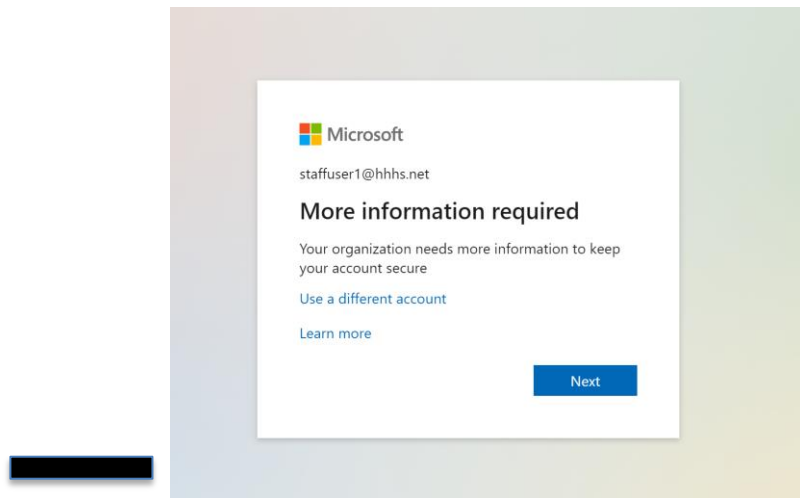
On the next screen, select 'authentication phone' as your preferred method and enter your phone number. Ensure the 'Call me' method is selected and click 'Next'.

You will now receive a phone call from Microsoft to verify your phone number. Follow the instructions on the call before completing the process.