



# Barlby High School Email User Guide



## Your Email Address in 3 Steps.

Each pupil's email address contains three main parts. Please read the information below carefully if you are struggling to remember your email address.

### **Step 1**

The first part comprises of the last two digits of the year the pupil started at Barlby High School and the school initials (bhs) followed by a hyphen (-).

For example, if the pupil started at Barlby High School in 2016 the first part of the email address would be: **16bhs-**

### **Step 2**

The second part is a combination of the **pupil's initials** and the **first two digits of their date of birth**.

i.e. Pupil name: Joe Bloggs Date of Birth: 25/12/2005  
= **jb25**.

### **Step 3**

School email addresses always end with **@bhs.hlt.academy**.

Simply combine all of the above.

Example: **16bhs-jb25@bhs.hlt.academy**

## Forgotten/Lost your password.

Pupils can reset their password with the following:

☎ Phone: **01757606161**

✉ Email: [hello@bhs.hlt.academy](mailto:hello@bhs.hlt.academy)

📖 Show My Homework: Contact your form tutor directly through [Show My Homework](#) and request for your password to be reset.