Glow A1 Plus License Change - Update

Guidance for the use of O365 on personal devices for NLC staff and pupils

Last year, Microsoft announced that the A1 Plus license, the option supported through Glow, is to come to an end. The timelines on this have varied but it has now finally been confirmed by Glow that this will happen for NLC by the **end of November 2024**.

The changes should have little to no affect for NLC staff and pupils. NLC have purchased upgraded A3 Faculty licensing for staff, which effectively provides the same benefits as the A1 plus, including up to 5 downloads of O365 for personal device use.

You should not see any changes to how you access O365 from within schools or on school devices but there is a change to how you use O365 on a personal device. **Please follow the guidance below on how to access O365 products on personal devices**:
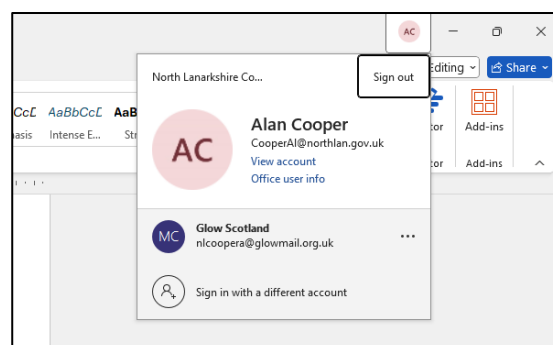
For secondary staff and pupils:

Secondary school pupils and staff currently have their Microsoft A3 licenses assigned to their NLED accounts used to access the device / network when in school. To license O365 on a personal device, they should use their school login username and password.

This is the username with 5 digits, surname and part of the first name e.g. 15499cooperalan@nled.org.uk. The password used is the same as the password used to login to your device in school. This is typically a capitalised 6 letter word followed by 2 numbers.

Before signing in with these details you must make sure that the version of O365 / Word / PowerPoint etc. is the most up-to-date version available.

Step 1 – download O365 or update to most recent version and install apps required e.g. MS Word, MS Teams, PowerPoint, Excel.

Step 2 – Open the app you would like to use and select the circle profile icon on the top right-hand corner. If you are signed in with a @glow.sch.uk or @glowmail.org.uk then please select 'Sign out'.

Step 3 – Sign in with the correct credentials. Select 'Sign in' and when the dialogue box appears, input your NLED account details – XXXXXsurnamefirstname@NLED.org.uk
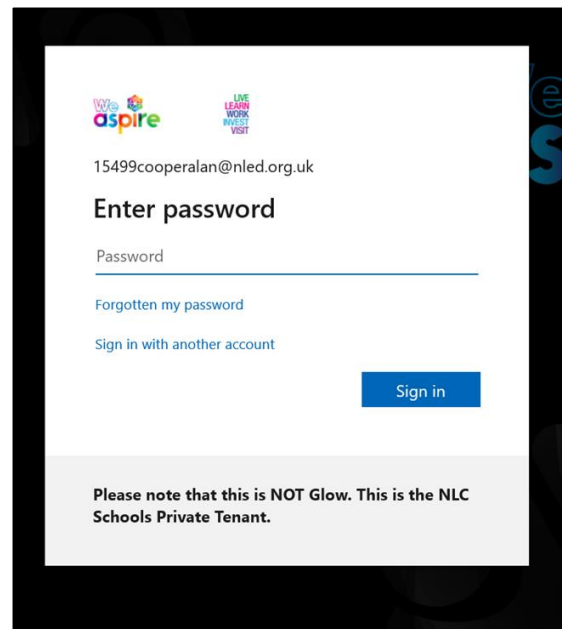

After this, enter your password you use to access the school devices. Pupils should become automatically signed in but staff may be required to go through a Multi-Factor Authentication (MFA) step.
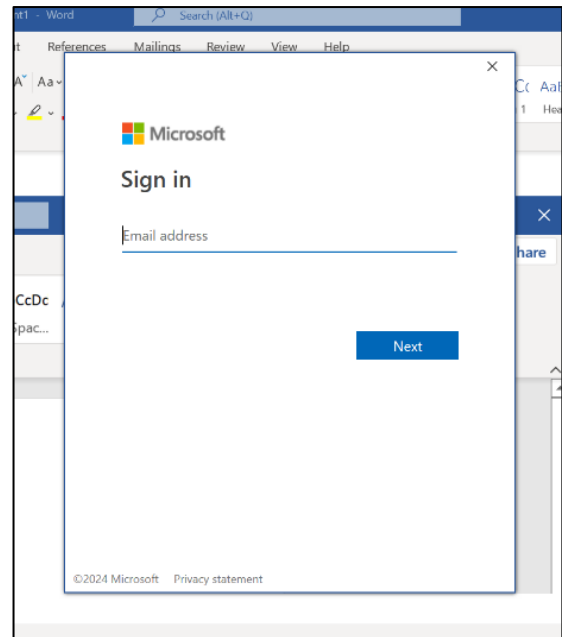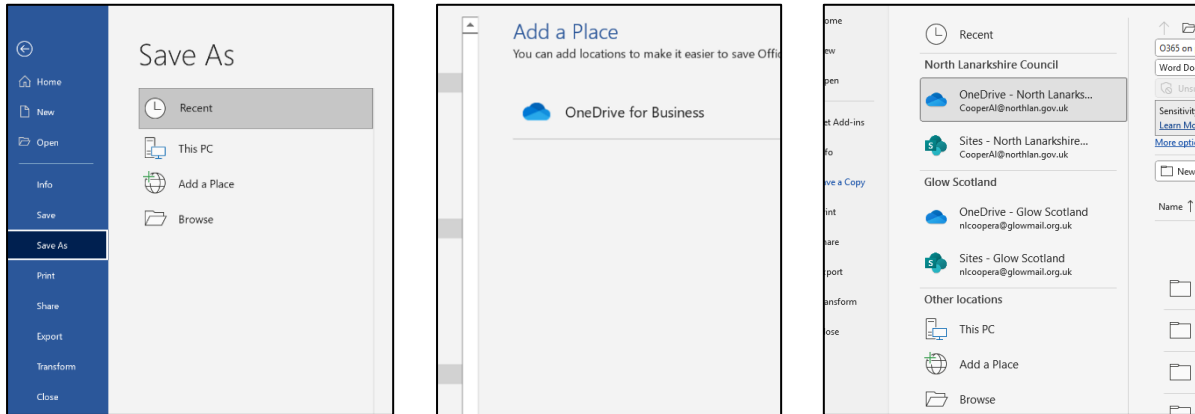
If you have already set this up for this account it will either ask to send a text to your phone or a code to the Authenticator app. Please follow the steps on the screen if this is the case.

If you haven't set up MFA, you may need to do this at this stage. Again, follow the on-screen prompts for this, continuing to sign in using the same username and password.

Step 4 – Adding your Glow OneDrive as a save location. After sign-in you may still not have your OneDrive synced. To do this, select 'File' from the top left, then click 'Save As'. Once here, select 'Add a Place' and then select 'OneDrive for Business'. After this, sign in with your Glow username and password (username followed by @glow.sch.uk or @glowmail.org.uk if peripatetic). Any associated OneDrive or SharePoint sites will then become available as well as all recent files.

That should be everything sorted at this point. **You may have been asked if you wanted to sign into all O365 apps at throughout this process – the recommendation is that you should do this for simplicity. If you do not do this, you may need to sign into each app you use individually.**

For non-secondary staff and pupils:

Non-secondary school pupils and staff currently have their Microsoft A3 licenses assigned to their new Glow based AD NLED. This is also how they currently sign-in to devices in school.
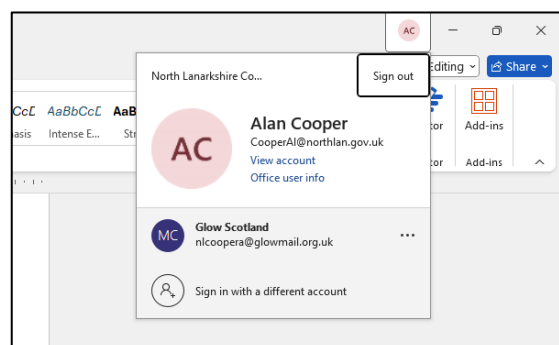
Their username will be the exact same as their Glow username (beginning with 'nl' for staff and 'gw' for pupils) but with suffix '@nled.org.uk' added. E.g. nlcoopera@nled.org.uk for staff and gw23cooperalan@nled.org.uk for pupils.

The password used is also the exact same as their Glow password.

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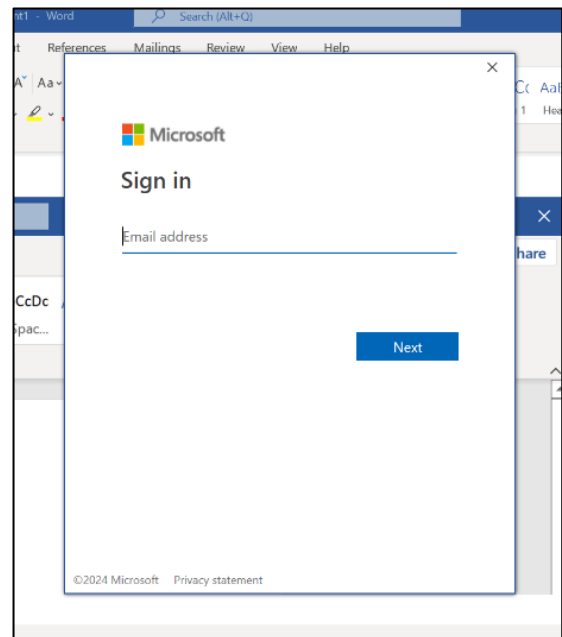
Step 2 – Open the app you would like to use and select the circle profile icon on the top right-hand corner. If you are signed in with a @glow.sch.uk or @glowmail.org.uk then please select 'Sign out'.
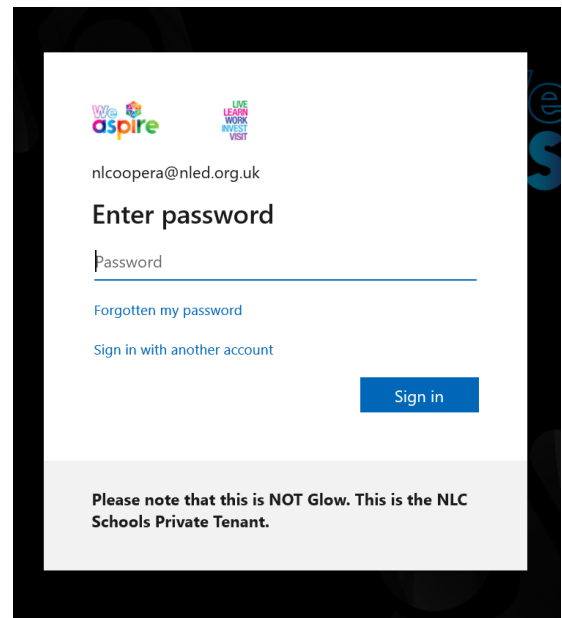
Step 3 – Sign in with the correct credentials. Select 'Sign in' and when the dialogue box appears, input your NLED account details – e.g. nlcoopera@nled.org.uk for staff and gw23cooperalan@nled.org.uk for pupils.
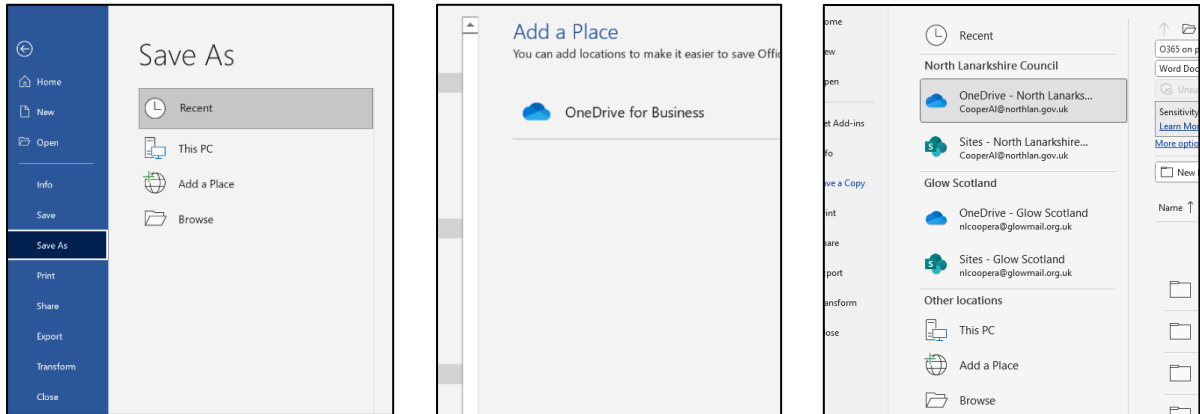
After this, enter your Glow password. Pupils should become automatically signed in but staff may be required to go through a Multi-Factor Authentication (MFA) step. If you have already set this up for this account it will either ask to send a text to your phone or a code to the Authenticator app. Please follow the steps on the screen if this is the case.

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