



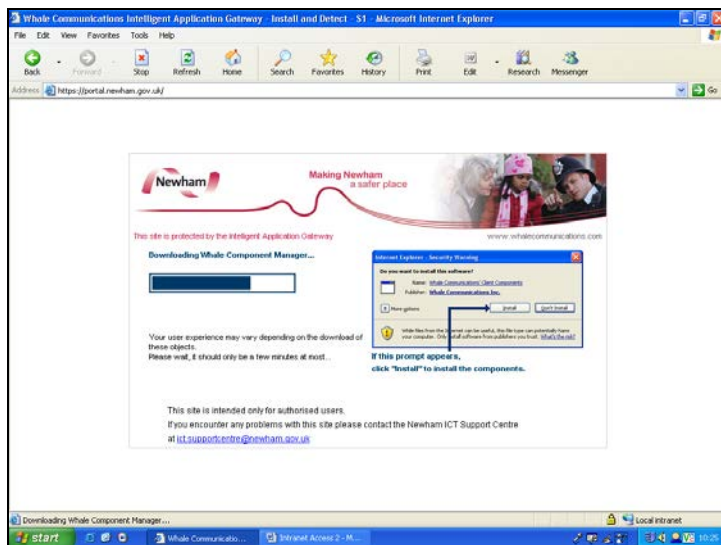
# Accessing Newham Corporate Systems (The Intranet)

Version: 1.1 Published

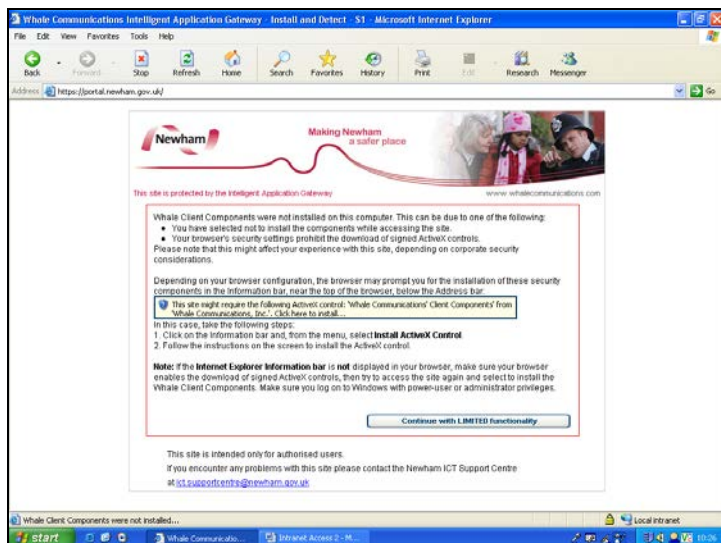
# How to log in

The website you need to visit is <https://rap.newham.gov.uk> (note that this is not www.)

When you visit the website, it will check the specification of your machine.



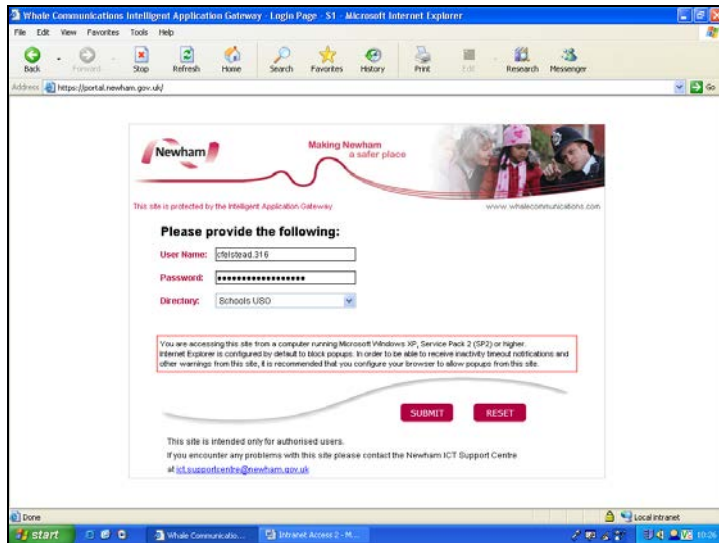
If you get an install prompt (above), please click **Install**.



If you get a message about limited functionality (see above), please click **Continue with LIMITED functionality**.

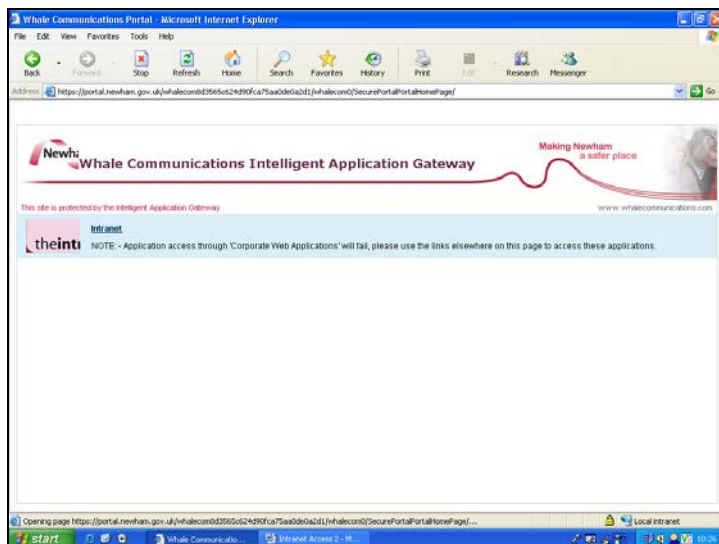
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At the login screen (above) please enter your USO username and password (this is your .316 username that you use for the ITASS website, London MLE and Email services) and change the **Directory** option to read **Schools USO**.

Click on the **Submit** button.

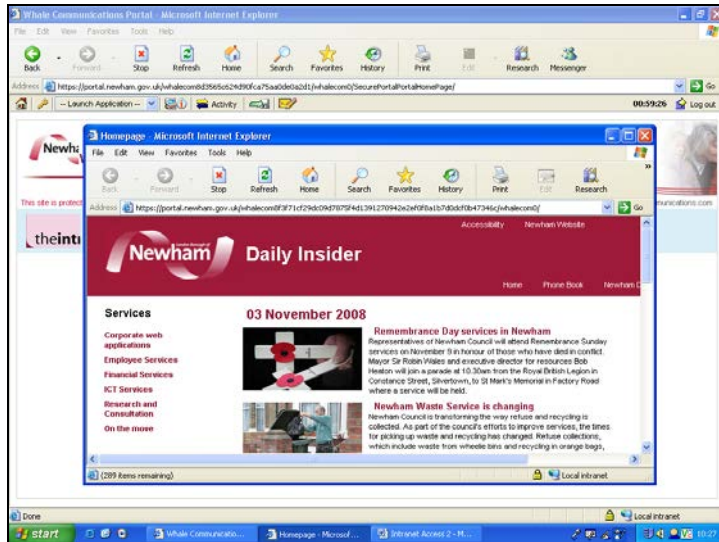


Once logged in, you will be presented with a list of applications you have access to. This is currently limited to just the Intranet.

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Clicking on the link entitled **Intranet** will open the Newham Council Intranet website in a new window (below).



**Note:** When finished, please close both windows.

**Security Note:** Please do not leave these windows open when the computer is left unattended.