

User Guide

School Access Module (SAM)

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Version History

Version	Author	Date	Comments
1	Jamie Ellson	14/07/2022	Document created
2	Melissa Richings	24/08/2026	Document updated to remove reference to CS Info Enquiries email address due to change in process.

Logging In

The link for SAM is below and is also available on the SAM page on Derbyshire Schools Net:

<https://caya-apps.derbyshire.gov.uk/Synergy/SynergyWeb/Schools>

You will require a username, which is normally your email address, and a password.

Reset Password

If you are unsure or have forgotten your password, you can easily reset it yourself.

Failing to correctly log in to your account three times in a row will cause it to be locked. After 2 failed attempts, click the button **Forgot Password** to prevent being locked out.

Sign in

Enter your password

Change User

Forgot Password

Sign In

You will need to input your Username again, and click the **Request Token** button

Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username

Start Again

I have a token

Help ▾

Request Token

Within ten minutes, you should receive an email similar to the one below. Make sure you check you junk items if you don't think the email has arrived.

Carefully **Copy** the **Token** (code) received in the email and **Paste** it into the **Token** box on the website, then click the button **Reset Password**.

Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

Start Again

Help ▾

Reset Password

Then simply create a new password that satisfies the requirements, confirm it, then press **Change Password**.

Reset password

New Password *

Password fails requirements

Confirm Password *

This must match your password

Requirements:

- Alpha character ✓
- Uppercase character ✓
- Numeric character ✗
- Special character ✗
- 12 characters ✗
- Not username ✓
- Not last 5 passwords !

Change Password

You should now have access to your account. If you are still experiencing problems logging into your account, please raise a Halo ticket via the Halo portal for Schools (IT Support for Education):

[Self-Service Portal - Login](#)

Try to include details of the issue you are having and the steps you have taken so far. This will help us to assist you quicker and more efficiently.

Requesting New User

Schools can have up to two accounts created for the School Access Module (SAM). A user can have access to multiple schools.

If the users for your school need changing, please use the **Amend User Request Form** available on the SAM page on Derbyshire Schools Net.

SAM Report

If a user has access to multiple schools, then one must be selected from the drop-down list.

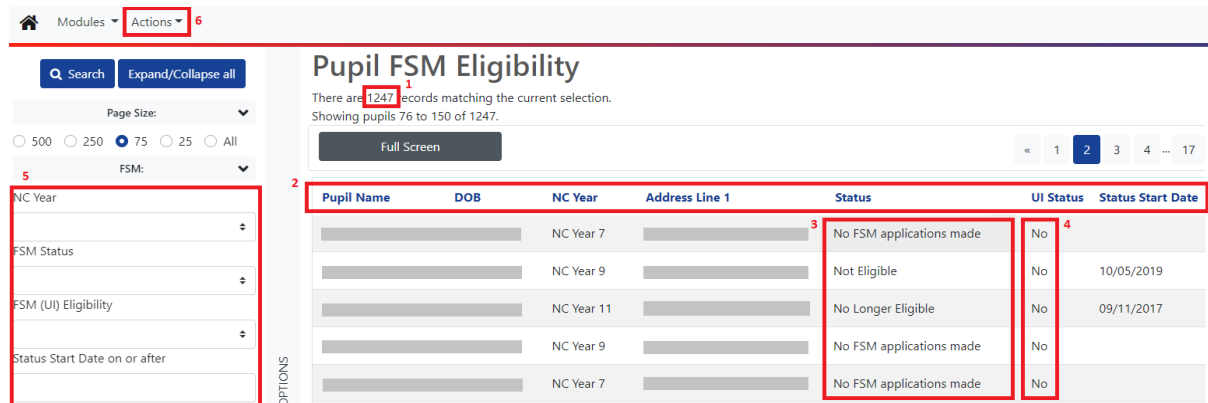
Click the button **View FSM Eligibility**

School Access Module Home

Welcome to the School Access Module (SAM).

Select a school:

Admissions
View FSM Eligibility



The screenshot shows the 'Pupil FSM Eligibility' report interface. It includes a search bar, a filter sidebar on the left, and a table of results. Annotations are as follows:

- 1: Points to the record count '1247'.
- 2: Points to the table header row.
- 3: Points to the 'Status' column.
- 4: Points to the 'UI Status' column.
- 5: Points to the filter sidebar.
- 6: Points to the 'Actions' button in the top navigation bar.

Pupil Name	DOB	NC Year	Address Line 1	Status	UI Status	Status Start Date
		NC Year 7		No FSM applications made	No	
		NC Year 9		Not Eligible	No	10/05/2019
		NC Year 11		No Longer Eligible	No	09/11/2017
		NC Year 9		No FSM applications made	No	
		NC Year 7		No FSM applications made	No	

1. The FSM report will show everyone who is recorded at that school. If this isn't up to date, please follow the standard procedure for notifying the LA e.g. send a CML or CMJ file.
2. The rows can be sorted by clicking on the heading
3. Status:
 - a. Eligible
 - b. No Longer Eligible – if the status start date is after 01/04/2018, this means they are FSM protected
 - c. Not Eligible
 - d. No FSM applications made
4. Universal Infant Free School Meals – only relevant if the school has infant aged pupils
5. FSM Status, start date and NC year can be filtered
6. Export the data to Excel or csv by clicking Actions

Admissions

For further details, please contact admissions.transport@derbyshire.gov.uk