
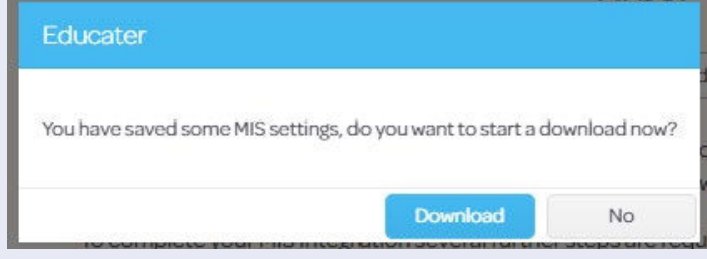






## How to ... Set up your Wauton Samuels

**NOTES:** Educater has a connection to Wauton Samuels which is used to keep staff and pupil details up to date. Your network provider will need to open a port on your school's firewall from an external port to an internal port and allow: **svc.educater.co.uk** access to the server over https. **To complete the Configuration Wizard, you will require Administrator or Full Access Role.**

1.	<p><b>Completing your Details</b></p> <p>Add your Wauton Samuels LEA/DfE numbers.</p>	
2.	<p><b>Saving Details</b></p> <p>Click <b>Save and Continue</b> to continue or <b>Set Up Later</b>. You will have the option to Download once you select Save and Continue.</p>	
3.	<p><b>Completing your Installation</b></p> <p>If you delayed the Download, you can come back to the wizard and select Start Arbor Download.</p>	
4.	<p><b>Next Step</b></p> <p>Once the download has been completed, return to the Configuration Wizard to complete the setup of your organisation.</p>	
5.	<p><b>Support Available</b></p> <p>If you require any support during the process contact the Support Team via Live Chat, Telephone or Email – <a href="mailto:support@educater.co.uk">support@educater.co.uk</a>.</p>	