

Table of Contents

1. System information.....	1
2. School Users.....	2
2.1. Logging In.....	2
2.2. Viewing Services.....	3
2.3. Service Frequently Asked Questions (FAQs).....	4
2.4. Selecting Services.....	5
2.5. Amending Service Selection.....	5
2.7. Logging Out.....	6

1. System information

The MKC Services for Schools system provides an electronic catalogue and shop for schools to be able to buy into the various services offered through MKC. The system is run in a web browser, and is accessible outside of the MKC Network via the internet.

As a School User, you are presented with the services available from MKC for the upcoming financial year and can select those services your school wishes to purchase, as required. Amendments to your options can be made up until the cut-off date, and questions about services can be sent through the system to the service provider. This system provides a 'save as you go' facility, which will alleviate issues in the past with time-outs.

MKC providers will also have a log in and be able to view which schools have purchased their services, in real-time.

2. School Users

This section explains how school users access and use the system.

2.1. Logging In


1. To log in to the system, open up your web browser (Internet Explorer) and navigate to <https://onlineservices.milton-keynes.gov.uk/servicesforschools/>
2. You will see the log-on screen, where you will need to enter the username and password for your school (this will have been emailed to your nominated email address). Enter this information and click '**Submit**':

Please enter your username and password.

User Name:

Password:



3. If your log-in is successful, you will then be presented with the main screen:

Main Menu Logout

Schools Purchasing Page | Days left to submit purchasing decisions: 20

Welcome to the Services for Schools Buyback system for the 2012/13 School Year.


Services on offer from MKC


Service Area & Option	Contract Type	Service Description & Pricing	Service Entry (PDF)	FAQ
Broadband Connectivity		Fixed Term		
Small School (under 100 pupils)		£1950 plus £17.50 for every 8 pupils on roll	<input type="checkbox"/>	
Primary/Special School		£2500 plus £17.50 for every 8 pupils on roll	<input type="checkbox"/>	

If your log-in fails, you will see **Login failed, please try again**. Check your username and password and try again. If it continues to fail, please consult:

The Brokerage Team
Tel: 01908 254516
Email: SBN@milton-keynes.gov.uk

2.2. Viewing Services

1. To find out what a service offers, click on the PDF button  for the appropriate service:



Service Area	Contract Type	Options	Pricing	Service Entry (PDF)
Insurance for Schools	Fixed Term	Insurance Level	Gold Cover	<input type="checkbox"/> 
		Insurance Level	Silver Cover	<input type="checkbox"/> 
		Insurance Level	Bronze Cover	<input type="checkbox"/> 
School Meals	Fixed Term			

**Service Detail
PDF**

The details on the service will now open in a new window. Once you have finished reading about the service, close the window and you will return to the main screen.

Note: if you have a pop-up blocker this might be blocked. In this case please consult your IT department.

2.3. Service Frequently Asked Questions (FAQs)

- To view the FAQ for a service or to ask a question, click on the question mark button  or  for the appropriate service:

Service Area	Contract Type	Options	Pricing	Service Entry (PDF)
Insurance for Schools	Fixed Term	Insurance Level	Gold Cover	
		Insurance Level	Silver Cover	
		Insurance Level	Bronze Cover	

FAQ Button (points to the question mark icons)



Indicates that no questions have been added to the FAQ yet.



Indicates that there are questions and answers in the FAQ already.

- You will then see the FAQ screen relating to that service. Any questions already asked and answered will be shown at the top, with a box underneath for you to submit your own questions:

MKC Services for Schools 2011/12 - Test Server

FAQ for Service Detail: Insurance Level | [back](#)

There are no FAQ for this item

Ask a Question

Question *

Back button (return to main screen) (points to the 'back' link)

Existing questions & answers shown here (points to the 'There are no FAQ for this item' message)

Enter a new question here and click 'Submit' (points to the text input field)

When you submit a new question, the service provider will be emailed the question. The service provider can then answer your question, and they will decide if it should be shown on the FAQ for all users or if they just want to send the answer to you.


2.4. Selecting Services

1. When on the main screen, there are three different ways to opt-in for a service, they are as follows:

Waste & Recycling Service	Pay As Used	Selection Method	Action
Please continue our current arrangement		Check box	<input type="checkbox"/>
Refuse Collection	52 weeks	Check box	<input type="checkbox"/>
Refuse Collection	40 weeks	Check box	<input type="checkbox"/>
1100 litre Wheeled Bin Additional		Number box	<input type="text"/> Save
1100 litre Wheeled Bin Collection	No of additional collections	Number box	<input type="text"/> Save
Refuse Sacks	No of rolls per term	Number box	<input type="text"/> Save
Pink Sacks	No of rolls per term	Number box	<input type="text"/> Save
Please specify any additions that you require		Text box	<input type="text"/> Save

- a. Check box – click the box to add it to your selection – this automatically saves
- b. Number box – enter a number and click **Save** to add it
- c. Text box – enter plain text only and click **Save** to add it

2.5. Amending Service Selection

1. To amend your current selections, click on the basket icon  which is shown at the top-right of the screen or next to a check-box of an already selected item.
2. You will then see your basket screen:

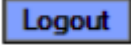
Schools Purchasing Page | Days left to submit purchasing decisions: 77 | [Back to services](#)

Your Basket

Service	Value	Action
Waste -	<input checked="" type="checkbox"/>	Remove
Waste and Recycling Service - 1100 litre Wheeled Bin Additional	<input type="text" value="10"/>	Update Remove
Waste and Recycling Service - Please specify any additions that you may require	<input type="text" value="Please can we have recycle bins too"/>	Update Remove

3. To remove a service, click the **Remove** button next to the relevant service
4. To change a number or text box, enter the new requirement and click **Update**
5. To return to the list of services (which will allow you to add another service), click **Back to services** at the top of the page

2.7. Logging Out

1. To log out of the system, click the Logout button  at the top-right of the screen (this is only shown on the main screen, if you are in the basket, first click **Back to services**).

Remember that this system has a save-as-you-go facility, meaning you can log in and out as you wish and not lose your options so far.