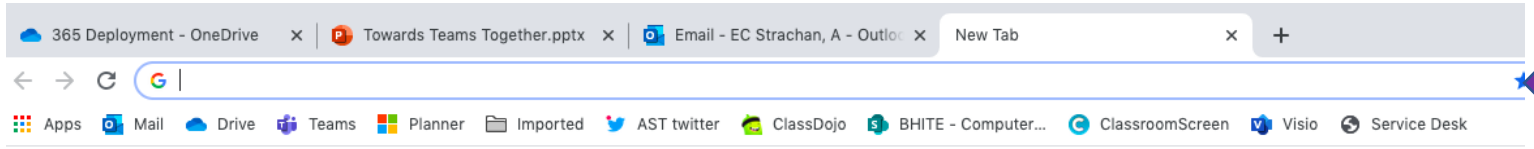
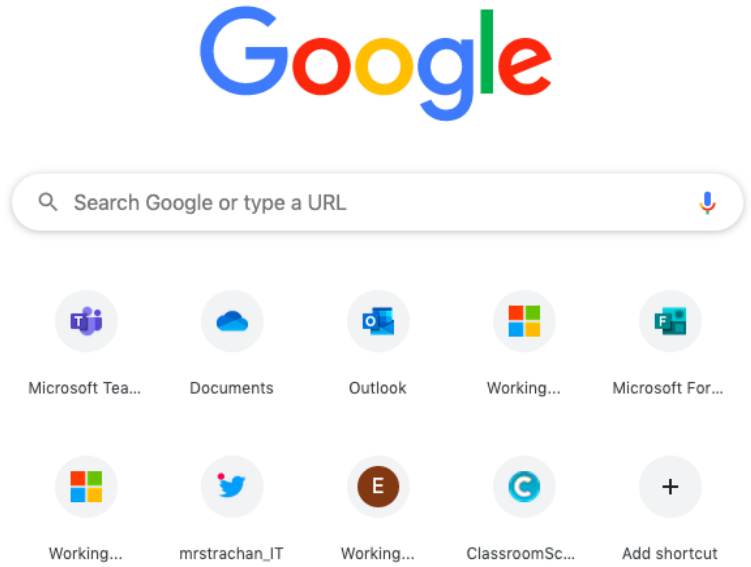
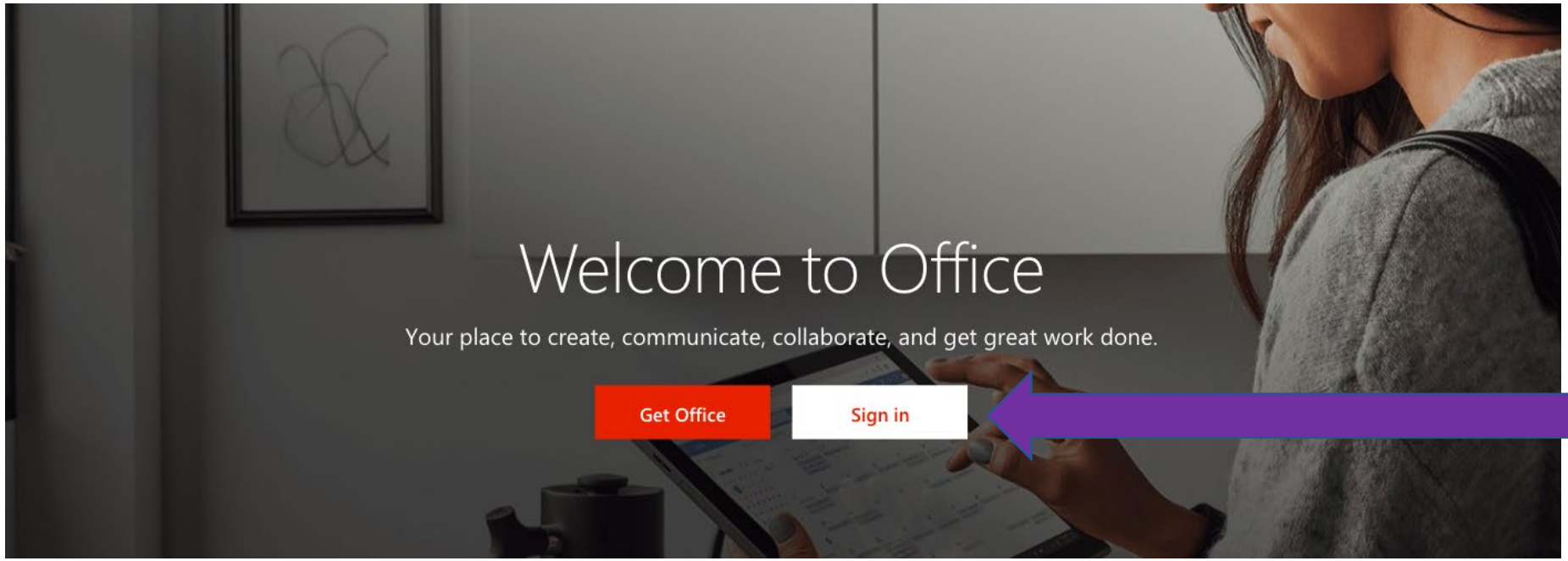
Setting up an Account on Student Portal



www.office.com

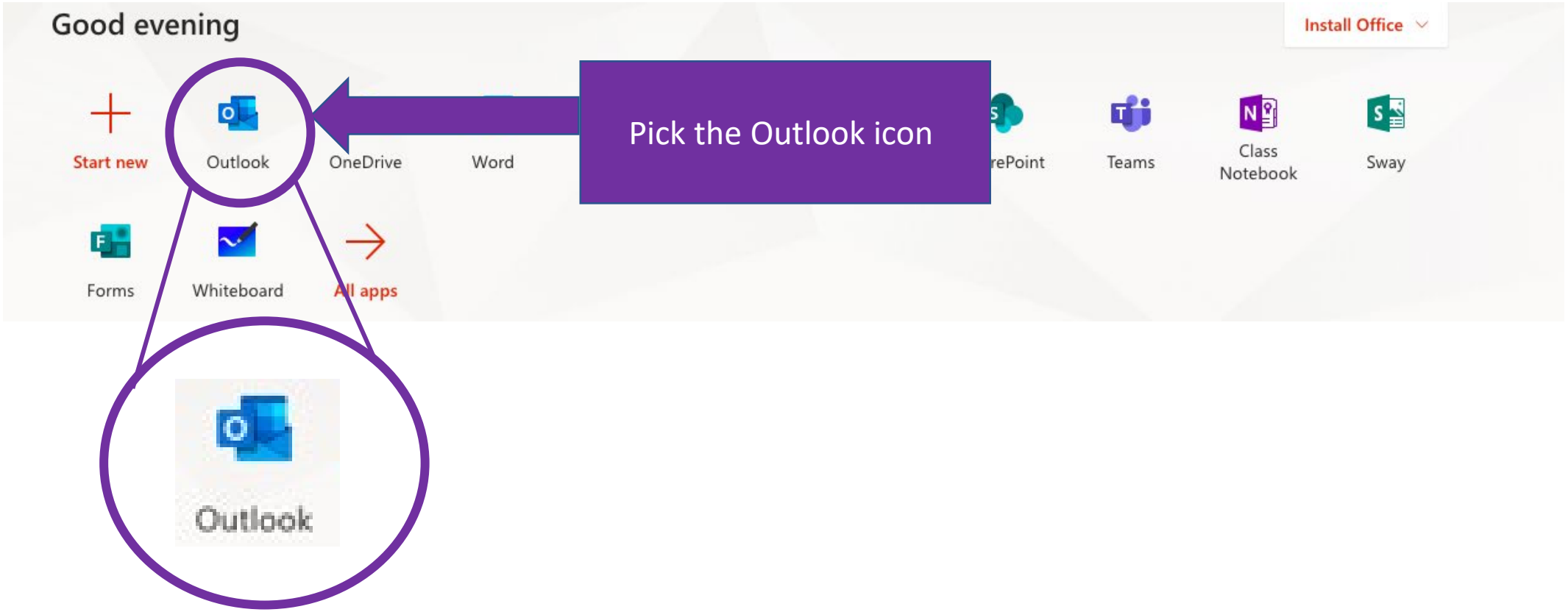


Log into your student email account



Click Sign in

Use your school code followed by:
@esf-schools.org.uk
(This is the number you use to log into a school computer.)
Your password is the same one you use to log into a school computer.



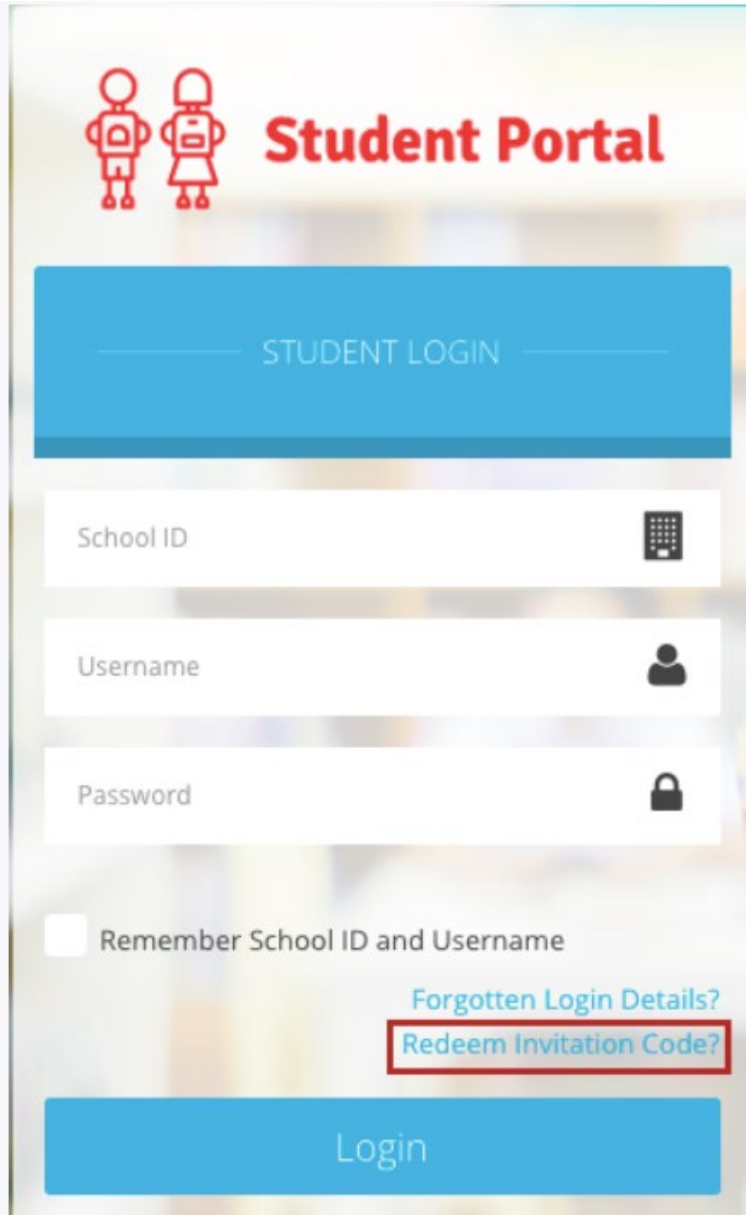
Locating Outlook in 365

Logging in for the first time

On the invitation email click ‘ redeem invitation code’

Alternatively go to the following website: **https://vle.bromcomcloud.com/**

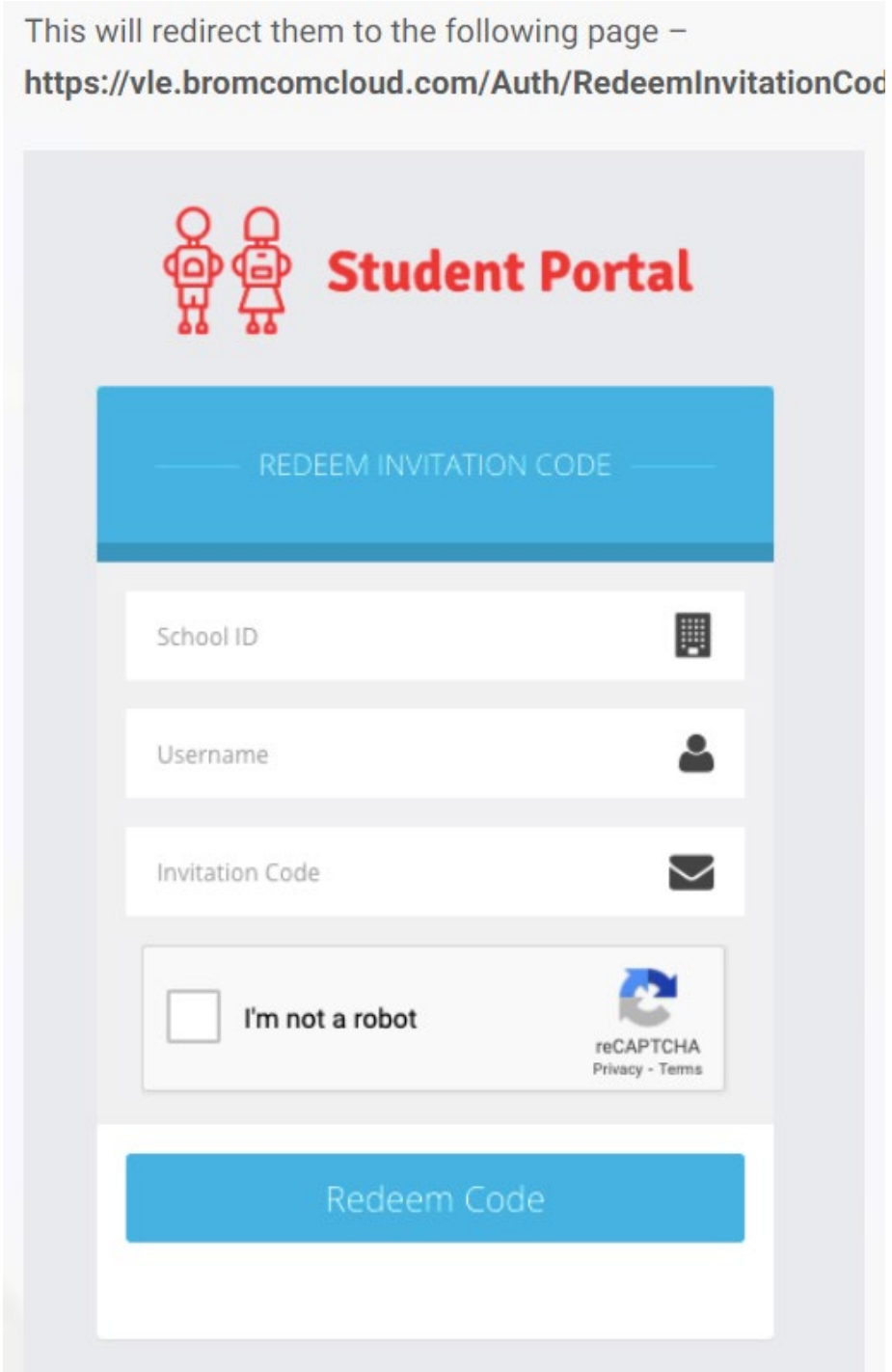
Select **‘Redeem Invitation Code’**



After clicking Redeem Initiation Code

- Add the information from the email and select ‘I’m not a Robot’

- Add an email address and password

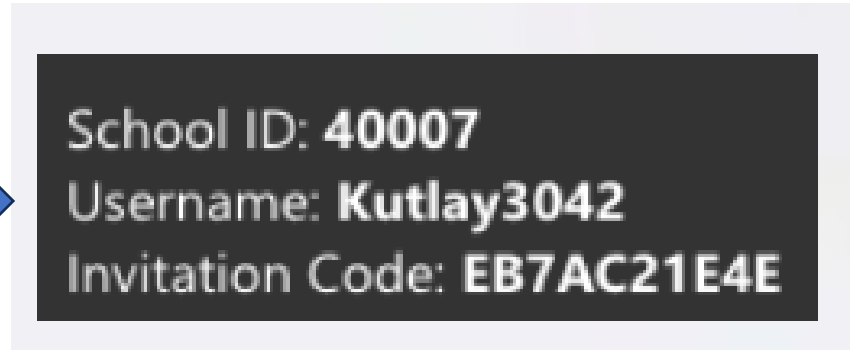


Write the following information in your planners:

School ID: 12054

Username: (From email)

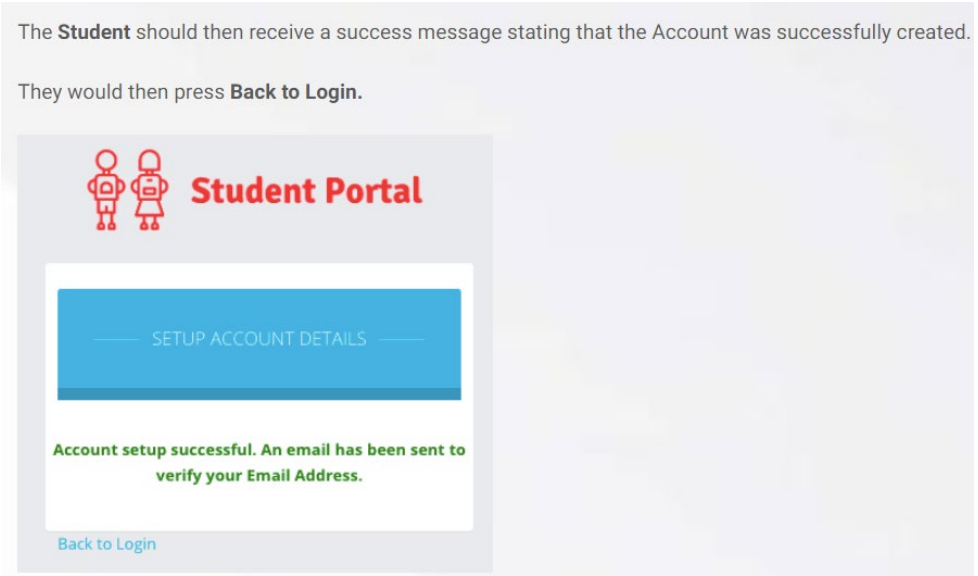
Password:



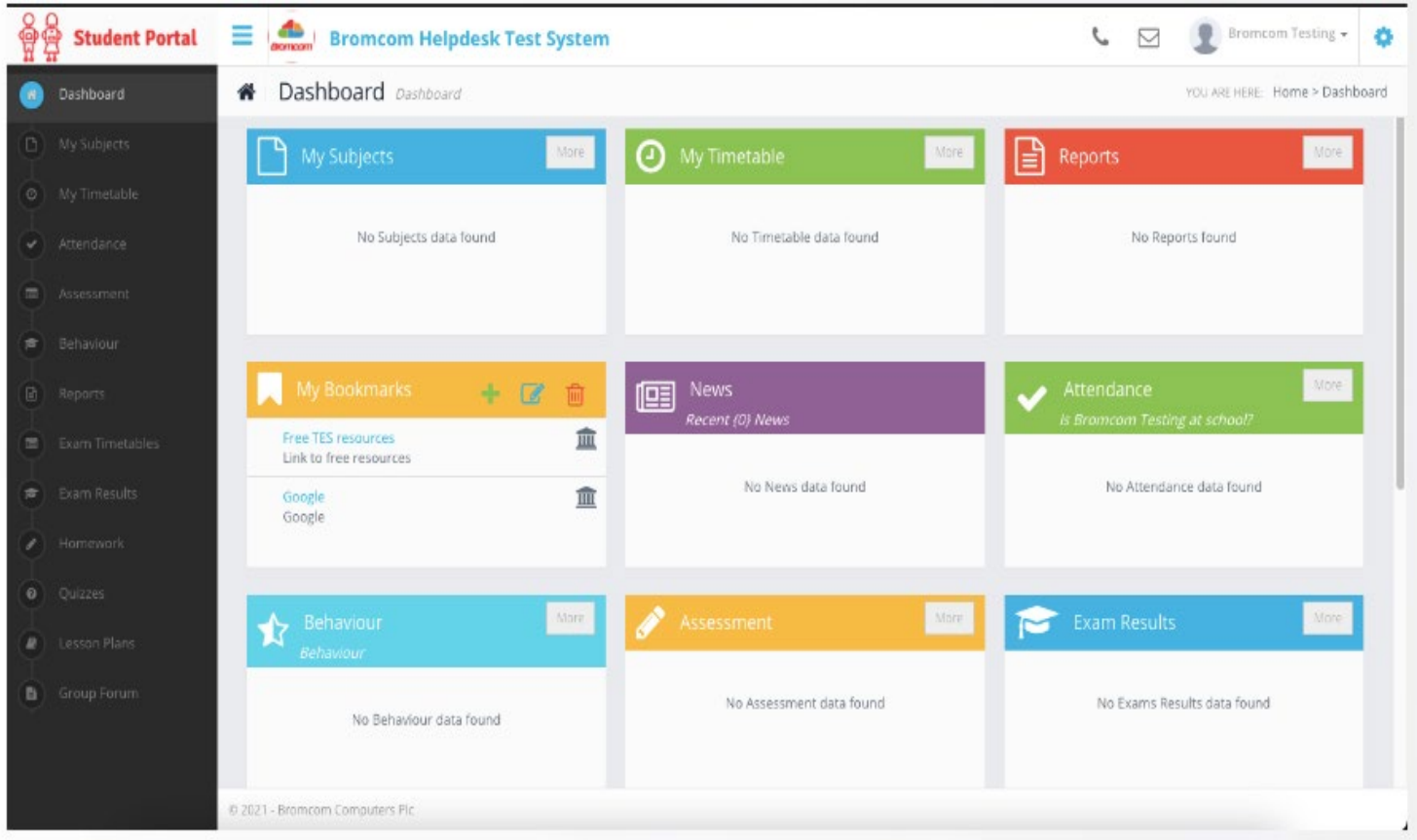
You will need this information every time you log in

You should then get a message saying you have successfully created your account.

Click back to log in and log in using the same information.



You will now have access to your timetable, homework and lots of other useful information!



Catch-up Sessions

If an issue persist there will be an opportunity over the coming weeks for a catch-up session in school.

In the meantime, all the same information on Student Portal is available on MCAS. Simply log into the MCAS App and select the homework section.