Bromcom – activating a student account

- You will need access to your school email account and an internet connection. *If you are new to Northgate, you will need to access the school network and activate your school email account before trying to access Bromcom*.
- You can work on a computer, tablet or phone.
- You will not be able to use the Bromcom app until you have activated your account.

1. You will find an email in your school Outlook account inviting you to set up your **Bromcom Student Portal** account. *If you aren't sure how to get to your school email account, please see* How to access your school email *at the end of this document.*

2. The email will say *Please click* **Here** *to redeem your invitation code* – **it is important that you use this link**.

The email will also contain:

- our School ID number
- your Bromcom Username – this will be the same as for the school network
- your Invitation Code

3. When you click on the link you will be on the REDEEM INVITATION CODE screen, which looks like this:

You need to:

a. Input the School ID, Username and Invitation Code as given in your email (if it is not there already).

b. Tick 'I'm not a robot' and complete the verification process.

c. Click on Redeem Code.

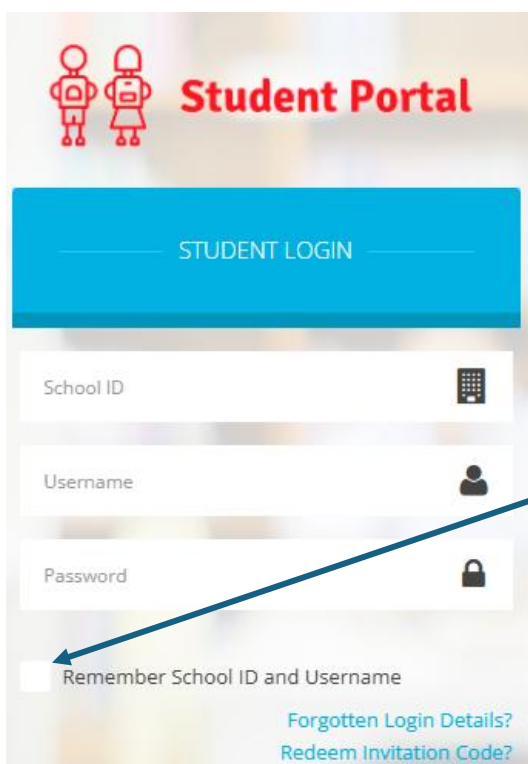4. Next you will be asked to set up your account details.

- For email, you need to give your **school email address**.

- Your password needs to contain:
    - 8 or more characters
    - 1 uppercase character
    - 1 numeric character
    - 1 special character
    - 1 lowercase character

> **Make sure that you record your password somewhere safe!**

Then click on **Set up account**.

5. Go back to your school email. You will have received a new email to **validate your Student Portal account**. Click on this link, and you should see confirmation on screen that your account has been verified.

6. Go back to the login page by clicking Back to login or visiting https://www.bromcomvle.com/.

You will now be able to log in with the School ID number, your Username (**not** your email address!) and the password that you have just set.

You can click here to get the browser to remember your School ID number and username.

You should now be in and able to see your dashboard! 😊

If you have any issues, please let your form tutor know.

If needed... How to access your school email

Either:

- Go to the school website at www.northgate.suffolk.sch.uk.

- Enter one of the sites – main school or sixth form.

- Click on the email logo at the top right of the school (if you hover over it, it will say Outlook).

- Log in using your school email address (your network username with @northgate.suffolk.sch.uk on the end).

Or:

- Visit the school website Learning/Learning at home.

- Follow the instructions in the **Email** section.

If you have forgotten your password, this will need to be reset by the school's Technical Support team.