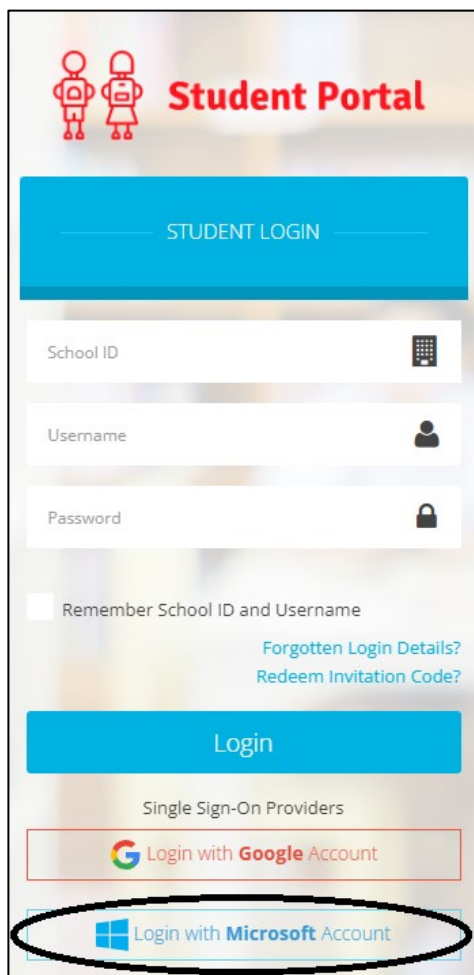


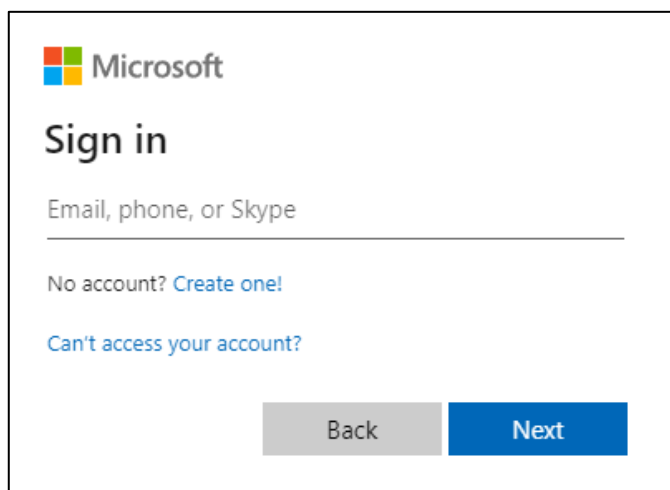
# Student Portal Log In Guide

To log into the Student Portal from home, please follow these steps:

- Open <https://www.bromcomvle.com/> in your web browser
  - It is very important that you use the link above. Bromcom hosts multiple log-in pages, and Googling 'Bromcom' will send you to the wrong log-in page. If you do not have the link above to use, please only Google '**Bromcom Student Portal**'
  - Please do not download the 'Bromcom Student App' – this does not allow students to log in with their email address and password
- Please ensure no other Microsoft Accounts are logged in on your device (e.g. a Hotmail email)
- At the bottom of the page, click on the **Login with Microsoft Account** button
  - You do not need to fill in any of the information boxes on the page (School ID, Username, Password)
- You should then be asked to enter your Microsoft Email and Password. This is your **School Email Address and Password**. This will then log you in to the Student Portal.

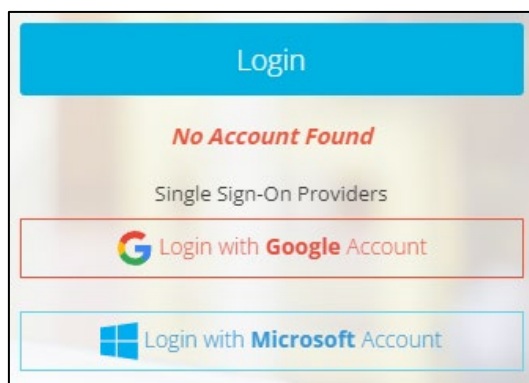


The screenshot shows the 'Student Portal' login interface. At the top, there are two red robot icons and the text 'Student Portal'. Below this is a blue button labeled 'STUDENT LOGIN'. Underneath the button are three input fields: 'School ID' with a keyboard icon, 'Username' with a person icon, and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember School ID and Username'. To the right of the checkbox are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. Below these links is a large blue 'Login' button. At the bottom, under the heading 'Single Sign-On Providers', there are two buttons: 'Login with Google Account' (with a Google 'G' logo) and 'Login with Microsoft Account' (with a Microsoft logo). The 'Login with Microsoft Account' button is circled in black.



The screenshot shows the Microsoft 'Sign in' page. At the top is the Microsoft logo. Below it is the heading 'Sign in'. Underneath is a text input field labeled 'Email, phone, or Skype'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button.

- If you receive a message saying **No Account Found** this is likely because there is still a non-school Microsoft account in use on your computer. Please make sure that account is signed out of by opening your school emails in another tab within the same browser, then refresh the Student Portal page and try the **Login with Microsoft Account** button again



## Student Portal Frequently Asked Questions

*“What if I am still unable to log in after following the above steps?”*

If the above method still does not allow you to log in, please follow the below steps:

- Clear your internet browser cache (this involves open your search history and clicking ‘clear browsing data’)
- Attempt to log in to Student Portal via an incognito / private browser window

*“Why do I have to log out of my other Microsoft Accounts before logging in?”*

The Student Portal Single Sign On works by looking at whatever Microsoft Account is logged in to your computer, and trying to find a matching account. If you have another Microsoft Account open, Student Portal may try to unsuccessfully log this account in instead of your school email account.

*“I am still unable to log in to Student Portal, who should I contact?”*

If you have followed all the above advise and are still unable to log in using the **Login with Microsoft Account** button, please contact the below email address with the following details: your name and year group, the device you are attempting to log in on, what error message appears when you attempt to log in, and a screenshot if possible

[mcas@toothillschool.co.uk](mailto:mcas@toothillschool.co.uk)