HIGHDOWN SCHOOL AND SIXTH FORM CENTRE
Aspiration. Respect. Excellence

Surley Row, Emmer Green, Reading, RG4 8LR
T: 01189 015800
E: office@highdown.reading.sch.uk
www.highdown.reading.sch.uk

Accessing the Bromcom Student Web Portal for Options Choices

The Bromcom student portal supports the following web browsers: Google Chrome, Microsoft Edge, Apple Safari and Mozilla Firefox.

STEP 1: **Login to your school email account.** You will have received a welcome invitation email which will contain:
- Your Bromcom Student Web Portal username
- An invitation code
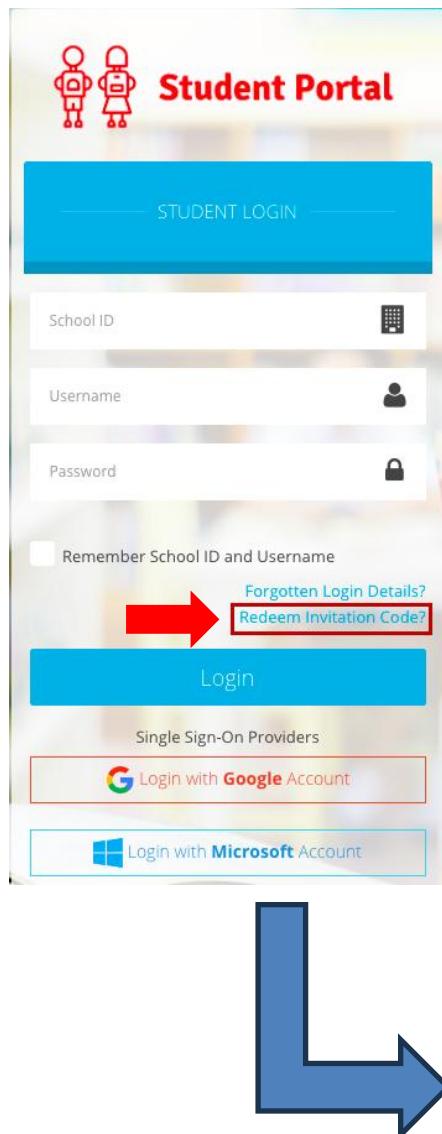
Please write these down. You will need both of these things to log in for the first time.

STEP 2: **Click the below link.** Click on the link below to be redirected to the student portal, where you will see the log in screen as below.
https://vle.bromcomcloud.com

STEP 3: Click on '**Redeem Invitation Code?'.**
You will be redirected to another page that looks like this:
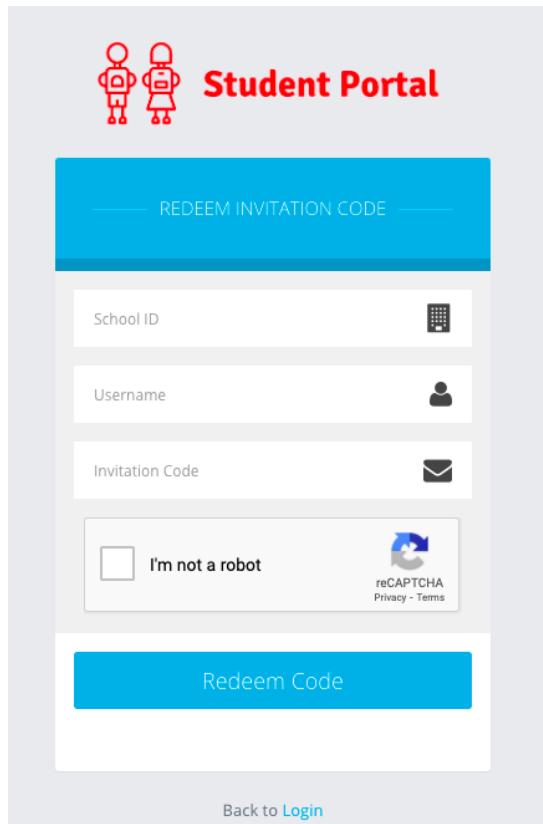
STEP 4: Enter **16642** as the school ID
Enter the username and invitation code as found in your welcome email.

Once you have entered this information tick '*I am not a Robot'* and click on *Redeem Code*

This will take you to the next step where you need to enter your School email address and create a password of your choice. Make sure it is something you can remember. It must contain the following:

Password must have
8 or more characters
1 uppercase character
1 numeric character
1 special character
1 lowercase character

Headteacher: Ms Laura Mathews BA MA NPQ

GLF Schools trading as Highdown School and Sixth Form Centre is a charitable company limited by guarantee registered in England and Wales (registered number 07551959) Registered office: GLF Schools Picquets Way Banstead SM7 1AG

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

Aspiration. Respect. Excellence

Surley Row, Emmer Green, Reading, RG4 8LR
T: 01189 015800
E: office@highdown.reading.sch.uk
www.highdown.reading.sch.uk

Once an Email and strong Password have been entered, press *Setup Account.*

You should then get a message like this:
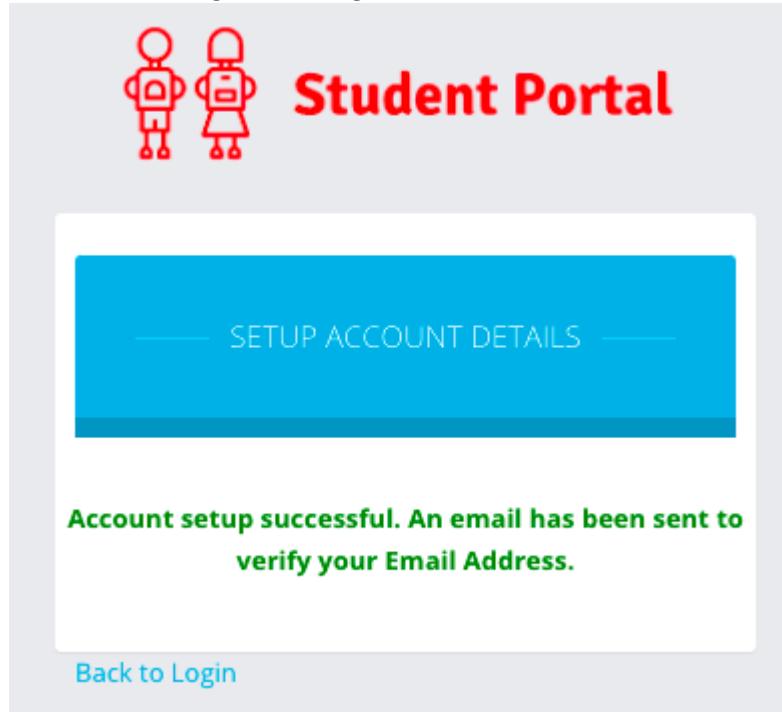
Navigate back to your emails and complete the account setup by following the instructions in the new email asking you to verify your email address.
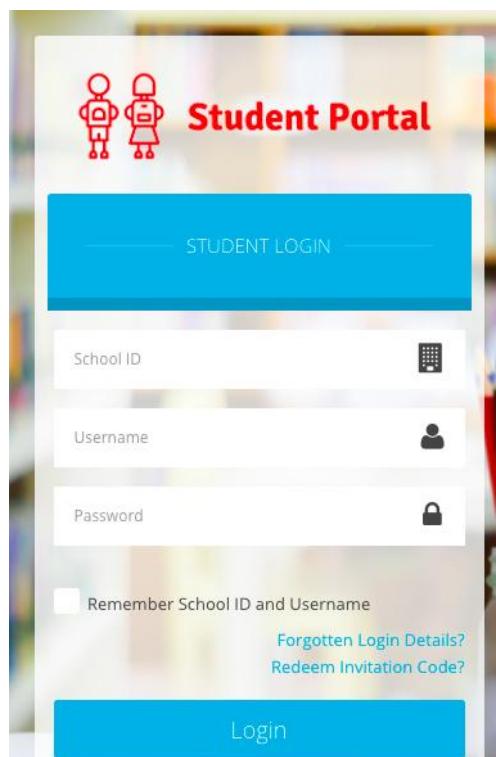
STEP 5: Click *Back to Login*

- Enter **16642** as the School ID
- Enter your Username as in your welcome email
- Enter the password that you have just created

Click *Login*

If you have any technical issues, please repeat the process outlined in this guidance before contacting the school.

Please contact the following people if you require assistance with the Bromcom Student Web Portal
Ayla Morten (Data Manager): aymorten@highdown.reading.sch.uk
Mr Franks (Assistant Headteacher): haf@highdown.reading.sch.uk

Headteacher: Ms Laura Mathews BA MA NPQ

GLF Schools trading as Highdown School and Sixth Form Centre is a charitable company limited by guarantee registered in England and Wales (registered number 07551959) Registered office: GLF Schools Picquets Way Banstead SM7 1AG