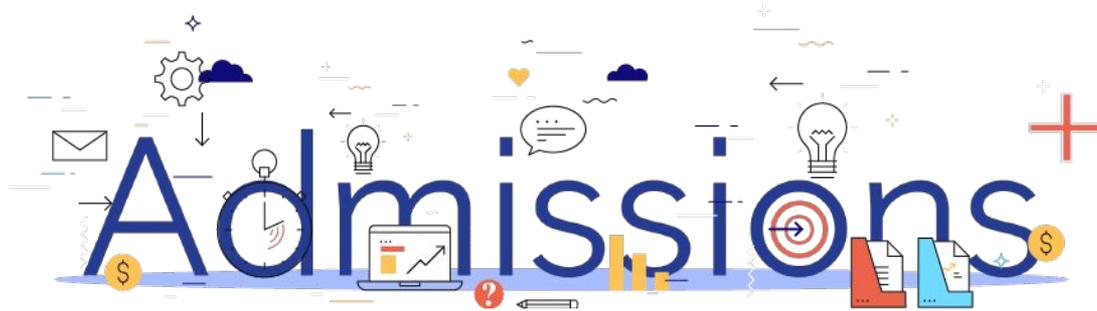




Bromcom

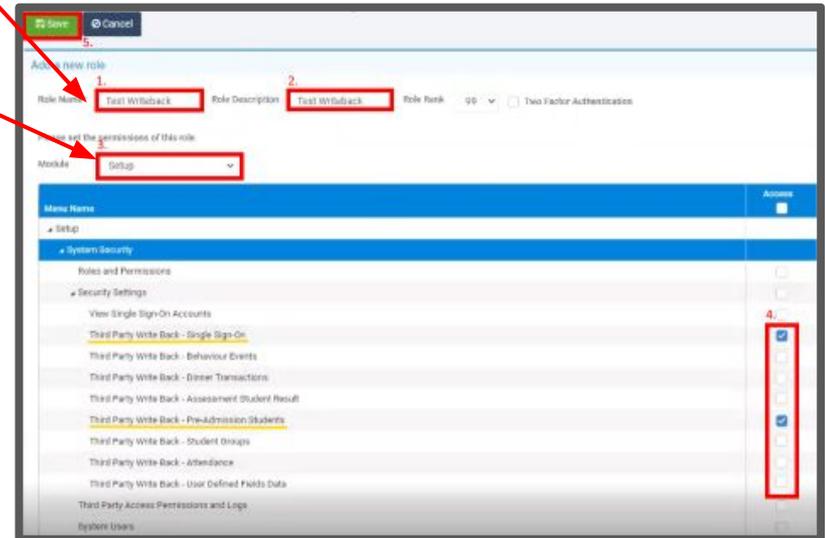
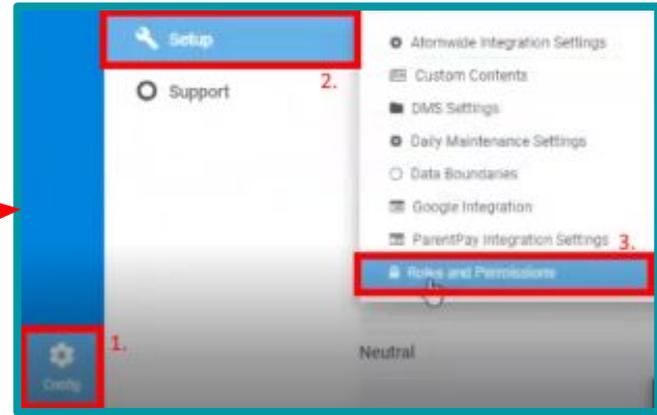
Bromcom MIS Role, User Account and Permissions Setup



Step 1: Creating a new Third Party Role

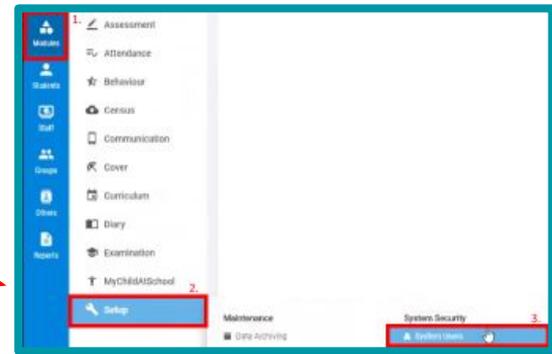
1. Click **Config** → **Setup** → **Roles and permissions**
2. Click **New**, and give it the Role Name and Role Description **'Third Party Writeback - Admissions+'**
**Do not use the existing third party role, make sure to click New and create a new one.*
3. Change **Module** drop down to Setup.
4. Select or tick the required Access permissions which are listed below:
5. Click **Save** to finish.

*Single Sign-On
Pre-Admission Students
Student Groups*



Step 2: Creating a User Account for Admissions+

1. Click **Modules** → **Setup** → **System Users**
2. Click **New** → select '**Create a New User**'
3. Assign the user the following:
First Name: **Admissions**
Last Name: **Writeback**
4. Under User login details please assign the following Username: **Admissions** (Note: The username must not contain characters).
5. Please also assign a new password and confirm it in the Confirm Password field. **NOTE: DO NOT USE '&' AND '+' SPECIAL CHARACTERS IN YOUR PASSWORD**
Make sure you note these login details down.
6. Please make sure to **deselect or un-tick** 'User must change password at next login' option.
7. Under Roles, please select the following:
 - The default role '**Third Party**' role usually found in the middle column.
 - The '**Third Party Writeback - Admissions+**', we created in Step 1
8. Click **Save** to finish.

A screenshot of the 'Create a New User' form. The form is divided into several sections: 'Personal Details', 'User Login Details', and 'Roles'. Red boxes and arrows point to specific fields and options, numbered 1 through 8. 1. 'Create a new user' radio button. 2. 'First Name' field containing 'Test'. 3. 'Last Name' field containing 'Test'. 4. 'Username' field containing 'testusername'. 5. 'New Password' field. 6. 'Confirm Password' field. 7. 'User must change password at next login' checkbox, which is unchecked. 8. 'Third Party' role checkbox, which is checked. The 'Roles' section contains a grid of checkboxes for various roles, including 'Full Access', 'Admissions Officer', 'Cover Admin', 'Head of Department', 'HR Internal', 'MCAS Admin', 'Personal', 'Principal - Assistant', 'PS', 'Safeguarding', 'SEN', 'Student Services', 'Teacher - visitor', 'Third Party Write Back - Admissions Students', 'Admin Level 2', 'A/R Central/HR', 'Exams Officer', 'Head of Year', 'IT Support', 'Office Admin', 'Personal Admin', 'Principal - PR', 'Principal - Vice', 'Reception', 'Safeguarding Lead', 'Senior', 'Student Services - YSM', 'Administrator', 'Attendance Officer', 'Finance', 'HR', 'Library', 'Office Manager', 'Principal', 'Principal - Vice', 'Reprographics', 'Safeguarding User', 'SMIT', 'Teacher', and 'Third Party Write Back - Attendance'. The 'Third Party Write Back - Attendance' role is also checked.

Step 3: Selecting the permissions for the new user account

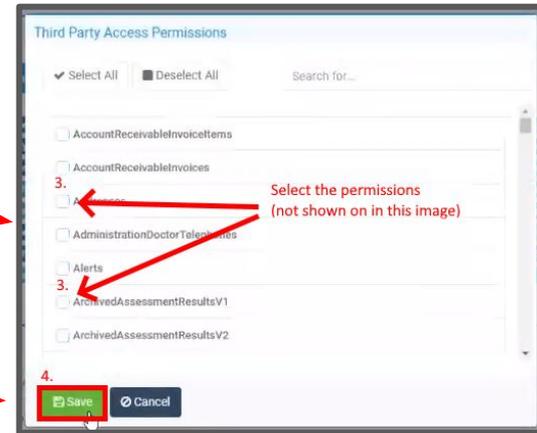
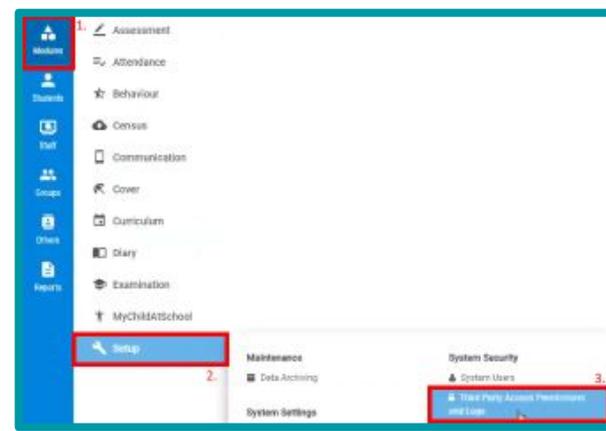
1. Click **Modules** → **Setup** → **Third Party Access Permissions And Logs**
2. Select the Third Party account we have just created in Step 2 from the drop down list: **Admissions (1.)**
3. This will appear with no permissions given. Please click '**Manage Permissions**' (2.)

In the 'Manage Permissions' selection window you will need to select the permissions listed below:

Classes
Collections
CollectionAssociates
Emails
Languages
MedicalConditions
ParentalConsentTypes
People
PersonAddresses
PersonMedicalConditions
PersonTelephones
PreAdmissionGroups
PreAdmissionStudents
SENStudentNeeds
SENStudents
StudentContacts
StudentPreviousSchool
StudentSchoolTransportInformation
Students

StudentSurgeryDoctors
UserDefinedFieldsData
UserDefinedFieldInstanceOptions
UserDefinedFields
YearGroups
YearGroupClasses
YearGroupSubjectStudents
YearGroupSubjectTeachers

4. Click **Save** to finish.



Step 4: Saving the API user on Admissions+

1. Log into Admissions+.
2. Navigate to **Settings** → **School Settings** → **Integration Settings**
3. Select '**Bromcom**' from the integration List
4. Enter the following details into the fields:

Username: *Should be **Admissions***

Password: *Use the password assigned in Step 2.*

School ID: Your Bromcom School ID Number.

API Endpoint: *Please leave blank.*

5. Click **Save** to finish.
6. Click on **Verify Bromcom Credentials/Permissions** to validate your MIS Credentials

MIS Credentials Validation

Credentials are not verified!

Verify Bromcom Credentials/Permissions

MIS Credentials Validation

Bromcom credentials are valid.



Integration platform

Bromcom

Username

Admissions

Password

.....

School ID

20001