



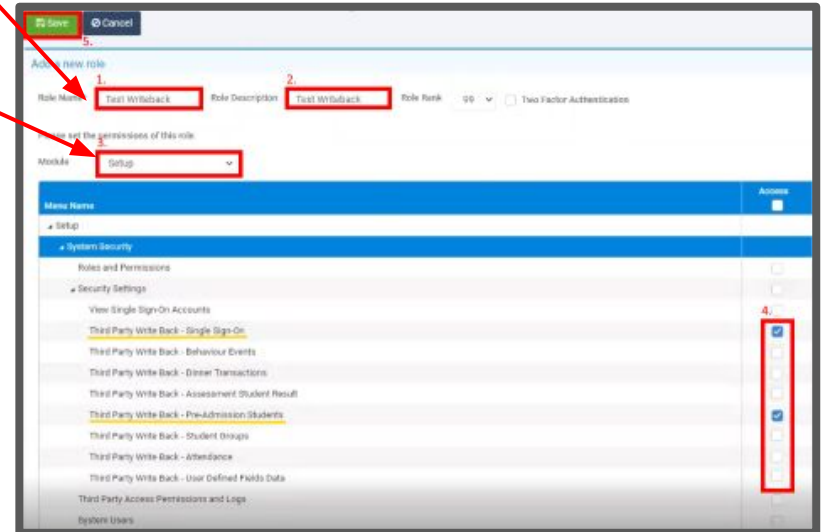
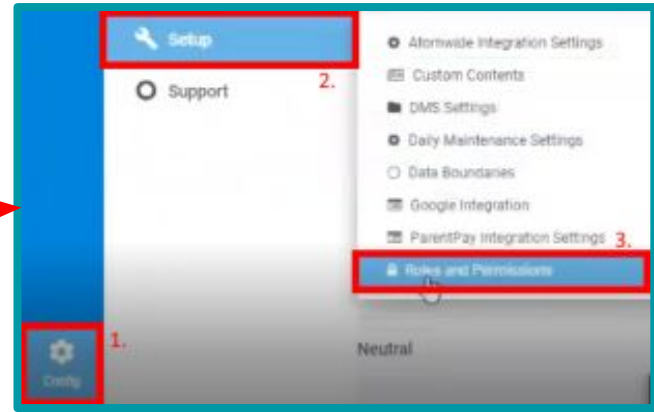
***Bromcom***

# Bromcom MIS Role, User Account and Permissions Setup



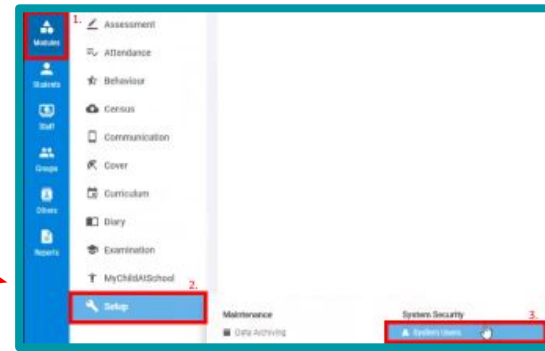
## Step 1: Creating a new Third Party Role

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:  
  
*Single Sign-On*  
*Pre-Admission Students*  
*Student Groups*
5. Click **Save** to finish.



## 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. At the top, there are 'Save' and 'Cancel' buttons. Below is the 'Personal Details' section with radio buttons for 'Link User to Existing Staff Record' and 'Create a new user' (labeled '1'). Fields for 'First Name' (containing 'Test', labeled '2'), 'Last Name' (containing 'Test', labeled '3'), 'Prof. First Name' (labeled '2'), and 'Prof. Last Name' (labeled '3') are shown. The 'User Login Details' section includes 'Username\*' (containing 'Testusername', labeled '4'), 'New Password\*' (labeled '5'), and 'Confirm Password\*' (labeled '6'). There is a checkbox 'The user can log into system' which is checked, and an 'Unlock User' button. Below this is a checkbox 'User must change password at next login' which is unchecked (labeled '7'), and another checkbox 'Enable Two Factor Authentication'. The 'Roles\*' section contains a grid of checkboxes for various roles. The 'Third Party' role is checked (labeled '8'). Other roles include '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 - PK', 'Reception', 'Safeguarding Lead', 'Senior', 'Student Services - YSM', 'Administrator', 'Attendance Officer', 'Finance', 'HR', 'Library', 'Office Manager', 'Principal', 'Principal - Vice', 'Reprographics', 'Safeguarding User', 'SMI', 'Teacher', and 'Third Party Write Back - Attendance'.

## Step 3: Selecting the permissions for the new user account

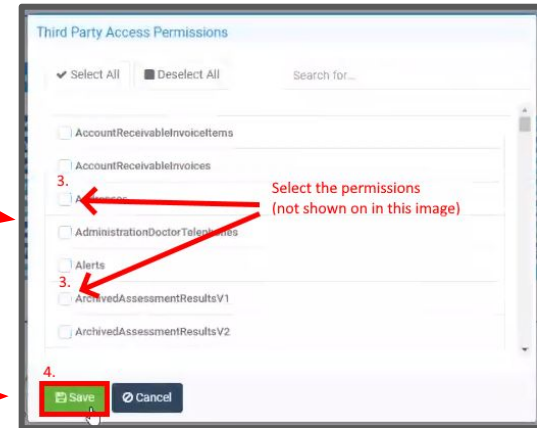
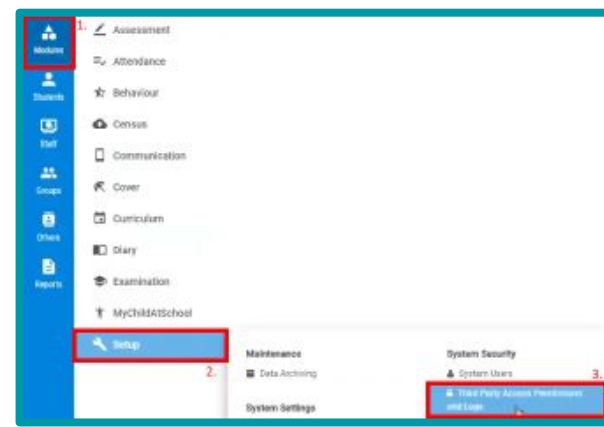
1. Click **Modules** → **Setup** → **Third Party Access Permissions And Logs**
2. Select the Third Party account we have just created in Step 2 from the drop down list: **Admissions (1.)**
3. This will appear with no permissions given. Please click '**Manage Permissions**' (2.)

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

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

UserDefinedFieldsData  
UserDefinedFieldInstanceOptions  
UserDefinedFields  
YearGroups  
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

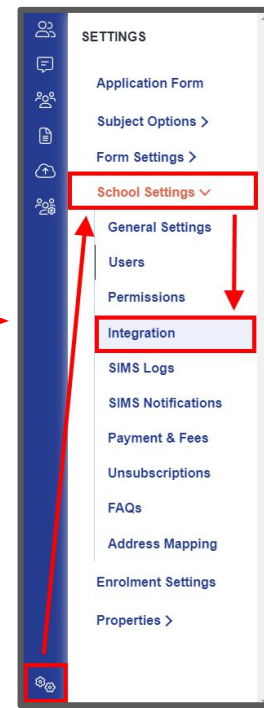
MIS Credentials Validation

Credentials are not verified!

Verify Bromcom Credentials/Permissions

MIS Credentials Validation

Bromcom credentials are valid.



Integration platform

Bromcom

Username

Admissions

Password

.....

School ID

20001