

## Remote Access Guide

### Multi-Factor Authentication

As an additional layer of Security to our systems, we require Staff & Students to setup Multi-Factor authentication on their Microsoft Account for accessing resources remotely.

Users can choose to register for SMS tokens or for the Authenticator App. A guide is available by clicking [here](#).

### Office 365 (Email, OneDrive, Teams & Office Apps)

The Office 365 Portal allows Staff & Students to access their School Email, OneDrive, Teams and other Office web applications via one single portal. To access the Office 365 portal...

- 1) Visit [www.office.com](http://www.office.com)
- 2) Enter your Madeley Academy email address (your [username@madeleyacademy.com](mailto:username@madeleyacademy.com)) and your password.
- 3) If working remotely, you will need to authenticate via MFA (See above)

*Please note: You cannot access files saved in your User Area (U:) Staff Share (T:) or Shared Area (O:) via the Office 365 Portal. You will need to ensure that you have saved your files to OneDrive either via the OneDrive app or using your mapped OneDrive network drive (Z:)*

### Virtual Desktop (VDI)

The VDI offers Staff & Students a familiar desktop experience mimicking what the user would see when working internally on a school PC. This also allows users to access files stored in their User Area (U:) Staff Share (T:) or Shared Area (O:)

We recommend wherever possible to save files to your OneDrive (See our Office 365 access guide above) rather than relying on the VDI solely for file access.

### Students: Accessing Learning Platforms (SPARX, Educake & Similar)

Madeley Academy use Single Sign On (SSO) where we can support students with accessing their online resources.

This means that Students can click 'Login with Microsoft' on the homepage of the applications rather than entering a username and password.



### Students: Bromcom Student Portal (VLE)



Students can sign in to the Bromcom Student Portal using the 'Login with Microsoft Account' option. This allows Students to view their timetable, homework, session 3s and other important information all in one place.

Students can access the Student Portal via [Student Portal - Login \(bromcomvle.com\)](https://bromcomvle.com). Please note the mobile app is currently not supported. Students must access the portal via a web browser from any device.

### Other Useful Staff Links

**Bromcom:** <https://cloudmis.bromcom.com/Nucleus/Framework/Login.aspx?schoolid=11447>

**CPOMS:** <https://madeley.cpoms.net/session/new?goto=auth0>

**Provision Map:** <https://edukeyapp.com/account/login>

### IT Support

IT Support is available by emailing [ithelpdesk@madeleyacademy.com](mailto:ithelpdesk@madeleyacademy.com) or by calling 01952 527 718. Alternatively, visit the IT Services office opposite ICT1 on the First Floor