

Student name FG



Thursday 8th September 2022

Student Portal – How to sign up & Guide

Dear Parent/Guardian

As a replacement for the paper student planners Oasis Academy Leesbrook is moving to an online system that will allow students to:

- Add events/reminders to their diary
- Bookmark useful websites
- View their timetable and attendance
- Receive messages and see news posts
- View lesson resources to aid them in their home learning
- See upcoming events in the Academy diary

Homework will continue to be set on teams for students to access as well as for feedback to be given.

Your child's log in information is:

School ID: 11668

Username: Username

Invitation code: Invitation Code

Please see the back of this letter for a guide on how to sign up to the student portal for the first time.

If your child is struggling to sign up please contact us via email on Info@oasisacademyleesbrook.org or via telephone on 0161 290 4000. Your child is also welcome to come to reception where staff would be happy to help them sign up.

Student Portal Sign up guide

Principal – Sarah Livesey

Oasis Academy Leesbrook
Roxbury Avenue, Oldham OL4 5JE

Tel: 0161 290 4000 www.oasisacademyleesbrook.org

@OasisLeesbrook

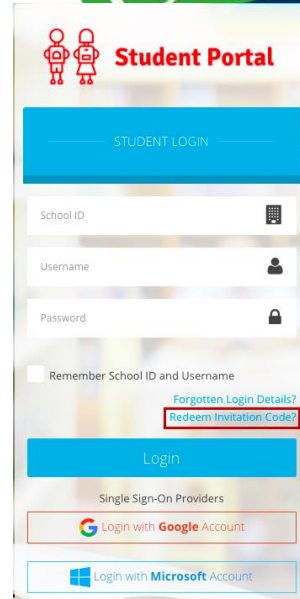
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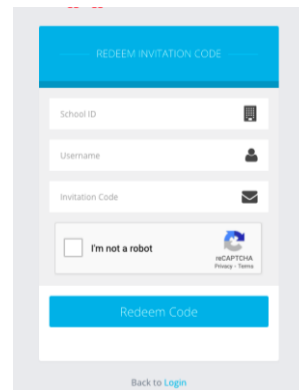


1) To sign up for the first time students must go to the following web address and select **redeem invitation code**.

<https://www.bromcomvle.com/>

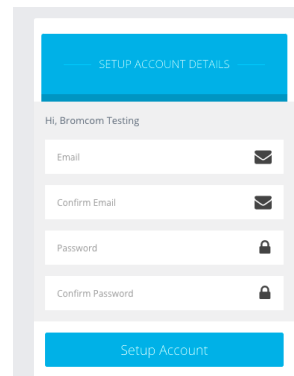


2) Once **redeem invitation code** has been selected students must enter their sign up details found on the other side of this letter.



3) Students must then enter their **academy email address** and create a password of their choice. This password **must** be more than 8 characters, have one capital letter, contain one number and at least one special character (@, !, #)

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



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4) Once an email and password are entered, press setup account. Students must then select **Back to Login** where they must enter their **Username, Password and School ID**.

5) Once all of the above steps are completed and the student has logged in they will be taken through to their student portal account.

Further help and information can all be found on:

<https://docs.bromcom.com/knowledge-base/how-students-sign-in-to-the-student-portal-vle/>

Students are also welcome to come to reception or ask their Family Leader for more assistance with signing up.

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