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## New user accounts

Rhys Lyford - 2024-04-18 - User Accounts & Passwords

Requesting login information for a new user account.

**User accounts are created by syncing data from your MIS system such as SIMs, Arbor.**

Please ensure the new user account has the following information entered into the MIS for the system to create a network login account.

### **SIMS**

**Students:** Exam & UCI numbers along with valid start date is required for an account to be created.

**Staff:** Contract, employment start date is required for an account to be created.

### **Arbor**

Students: Start date and timetabled lessons are required for an account to be created.

Staff: Start date and role is required for an account to be created.

### **Bromcom**

Staff / Students : Proceed to contact us for an account to be created.

**If the above steps have been completed then we can provide you with the user account information.**

**Please note Arbor sync's overnight and SIMs sync's twice daily.**