



## 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.

Unique Learner Number	<input type="text"/>	Exam Number	<input type="text"/>
UCI	<input type="text"/>		

#### **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.

Business Roles			
Hide columns ▼	Search this table		Download
Business Role	Reason for Having This Business Role	Assigned/Changed by	From

**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.**