## Forgotten Bromcom Student Portal password

Students would go to the following web address and press **Forgotten Login Details?** – <u>https://www.bromcomvle.com/</u>

Student F	Portal
STUDENT LOGIN	
School ID	
Username	4
Password	
Remember School ID and Userna Forgotte Redeem	ame In Login Details? Invitation Code?
Login	

This will redirect them to the following page, where they should click 'I need to reset my password' -

https://www.bromcomvle.com/Auth/Forgot



WHAT DO YOU NEED TO RECOVER?

I need to reset my password

I need to recover my account details

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RESET YOUR PASSWORD
School ID
Email
Send reset email

and then they will enter the following details:

School ID -11555

Email – usually this is their school email address

Once they have entered this information, click 'Send reset email'



The Student should then receive a success message stating that a password reset email has been sent.

They will then receive an email from Bromcom with a link that they will need to click on, enabling them to reset their password.

## Note: The link only lasts for 15 minutes before it expires. If it expires, please follow the steps above to send another email with a new link.

This will take Students to the next step where they will enter a Password of their choice.

Note: When creating the Password, it must contain all of the following.

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

A weak example would be Password1\$

A strong example would be PaS5W0rd\_\$

The student should then back to the original **Login Page** where they would now enter the following details and press **Login**:

School ID - 11555

Username – Unique to each Student

**Password** – Unique to each Student, they have just reset this in the previous steps

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STL	JDENT LOGIN
School ID	
Username	4
Password	<b>A</b>
Remember Scho	ol ID and Username Forgotten Login Detail Redeem Invitation Code
	Login

Pressing Login will take the Student through to their account.

