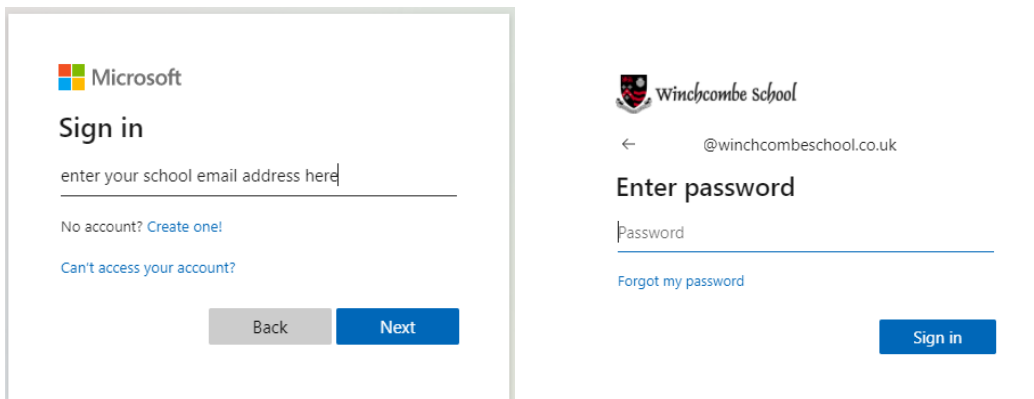


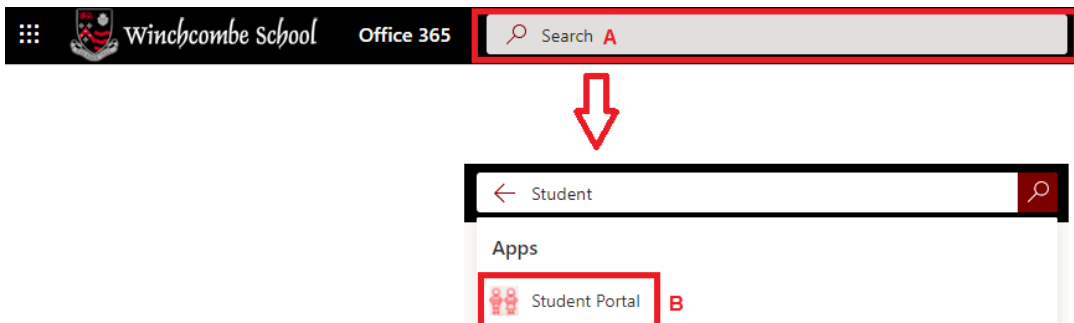
## Student Portal user access guidance

### Accessing the Student Portal via a web browser

1. In your preferred web browser navigate to <http://mail.winchcombeschool.co.uk>
2. Enter your school email address and password when prompted to do so.  
*Note: When in school you will be automatically logged in*



3. Enter the word "Student" into the search bar located at the top of the web page (A). Click the "Student Portal" icon from the returned results (B). This action will redirect you to the Student Portal website and automatically log you in.



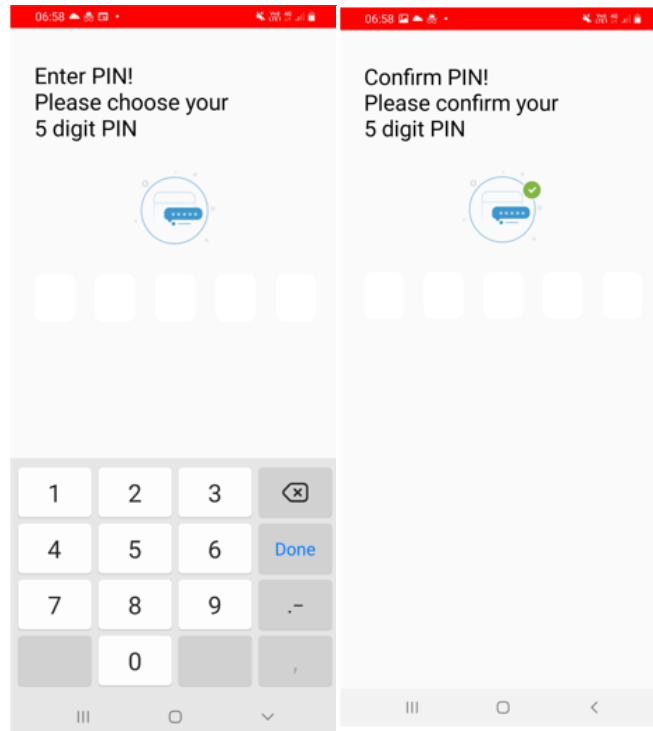
## Accessing the Student Portal via the App

1. Download the Bromcom Student Portal App via the links below or search for “Bromcom” and select the “Bromcom Student App”

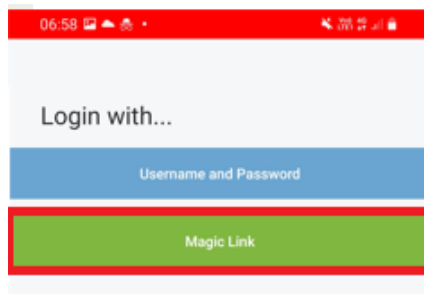


2. When prompted enter/confirm a memorable 5-digit pin.

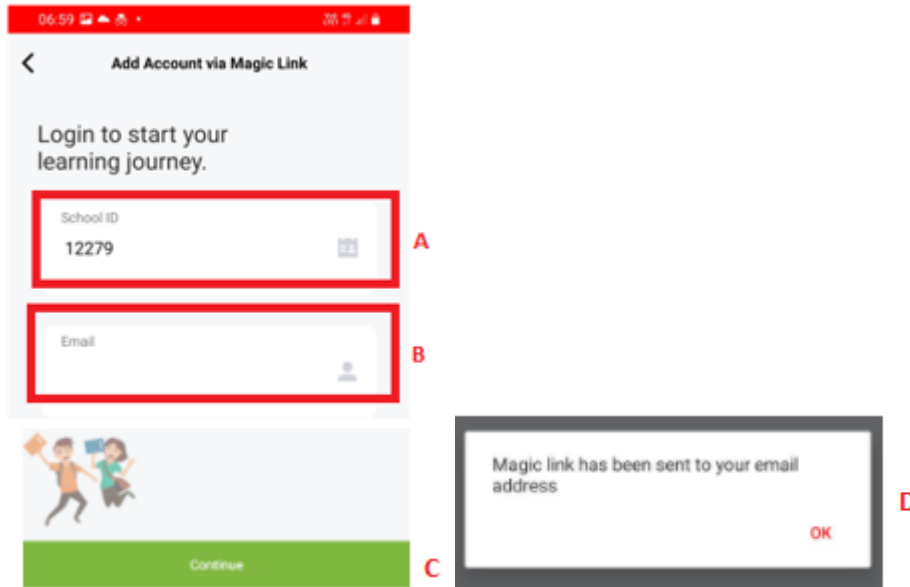
*Note: you choose this number, it is unique to you.*



3. Click the “Magic Link option.



- Enter **12279** as the School ID (A) and your school email address (B) then click continue (C). You will receive a confirmation that the magic link has been sent to your school email address.



- Once received, access the email on the device which you want to use the Student Portal App on and press the “click here” link. If the school email account is not accessible on the mobile device, the magic link email can be forwarded to a connected personal email account to complete the setup process.

*Note: If prompted, open the link with the Student App*



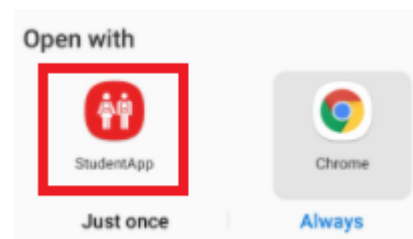
### ***Magic link for your Student Portal account***

Dear \_\_\_\_\_,

Please [Click Here](#) to add your account into Student Portal app

*This link is valid for 24 hours from now.*

Kind Regards,  
Winchcombe School



The App is now configured to your account. You be prompted to enter the pin you created earlier, once entered you will be able to access all your information. Should you require technical assistance please contact the school IT support department.