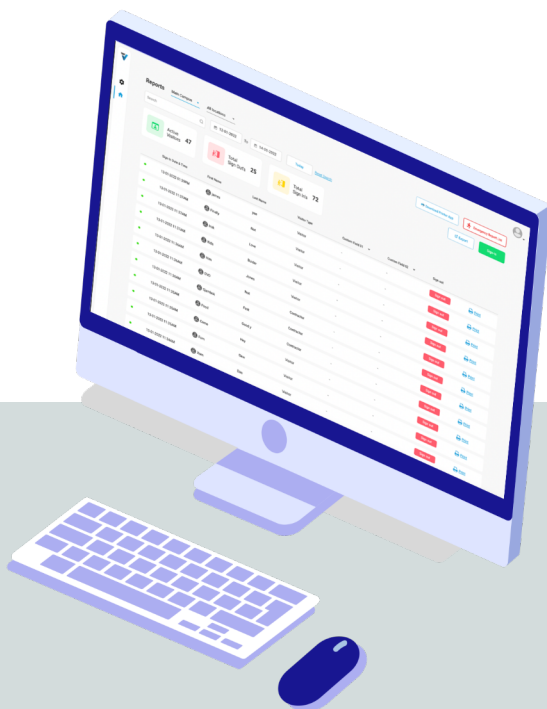




Connecting your Bromcom Account with VPass



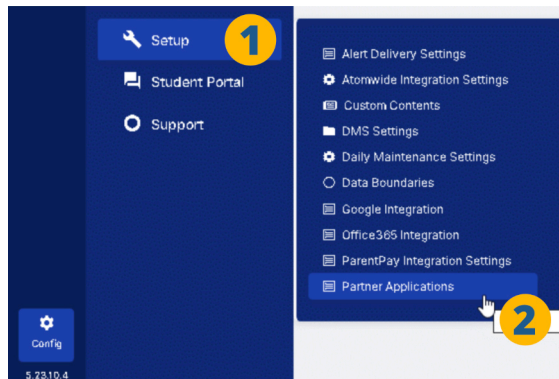
How to Connect Bromcom to VPass for Student Attendance Integration

Integrating Bromcom with VPass allows your school to sync student attendance data seamlessly, ensuring real-time reporting and efficient visitor management.

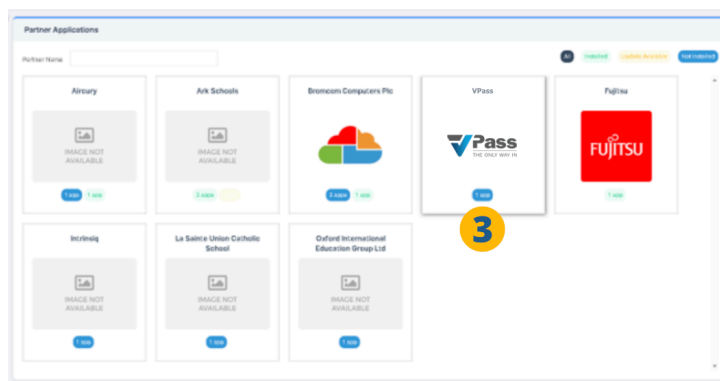
Follow the steps below to set up the connection:

A: Login to the Bromcom Admin

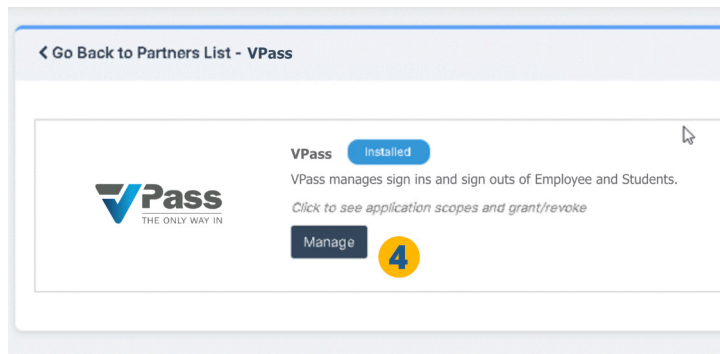
Login to your Bromcom admin at <https://cloudmis.bromcom.com/> and select *Configuration > Setup (1) > Partner Applications (2)*.



A list of *Partner Applications* are shown. Select *VPass (3)*.

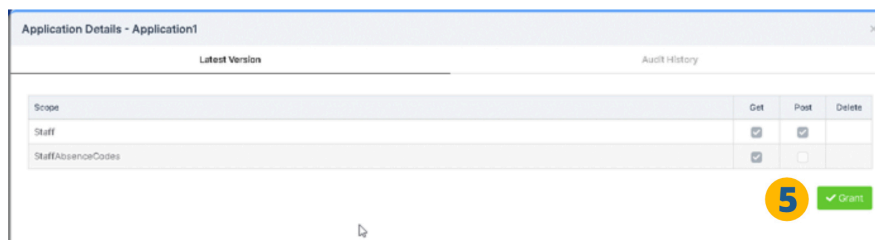


The *Partner Detail* page comes up. Select *Manage* (4).



The next screen will show you what access permissions VPass is requesting.

Click *Grant* (5)... and *Confirm* in the subsequent dialogue box.



B: Confirm Integration with VPass

Once API permissions are set:

- Share your **Bromcom School ID*** with VPass.
- VPass will connect the integration and confirm once complete.

*What is my Bromcom School ID?

This is a five digit number and can commonly be found when accessing the Bromcom Student Portal or MIS login pages. Here you'll often see a field labeled "School ID." If your school has pre-configured the portal, this field might be auto-filled.

If you're unable to locate your School ID, it's best to reach out directly to your school's administration or IT support. They can provide you with the correct ID.

C: Sync Attendance Data

After the integration is active...

- VPass will begin syncing Student Attendance records according to your configured schedule.

- To see that data has synced you can...

6. In your VPass admin go to the *cog icon*.

7. Select *People*.

8. Select *Students*.

9. To re-sync student data click the *Sync Student Data* button. This must be done manually to update any changes from your Bromcom student list into VPass.

Your attendance data can now be viewed and managed directly within VPass.

The screenshot displays the VPass admin interface. On the left, a sidebar contains a 'Setup' menu with options: Organisation, Site & Locations, Forms, Visitor Types, Employees, People, Registered Visitors, Students (highlighted), and Invites. The main content area is titled 'Students' and features a search bar, a 'Reset Filters' link, and a table of student records. The table has four columns: Student ID, First Name, Last Name, and Initial. The records listed are:

Student ID	First Name	Last Name	Initial
11619	Adam	Sergeant	
12667	Adam	Seedansingh	
5067	Adam	EDOO-NANUCK	
5129	Adam	Todorovac	
5175	Adam	Barry	
5542	Adam	Adomaviciute	
5575	Adam	Omar	
745	Adam	Kelly	
991	Adam	Bhatti	
1035	Adam	Broadbent	
1041	Adam	Adomaviciute	

At the bottom of the table, it indicates '3,892 total'. To the right of the table, there is a 'Sync Student Data' button. The interface also includes a pagination bar at the bottom right with page numbers 1 through 5, and navigation arrows.