

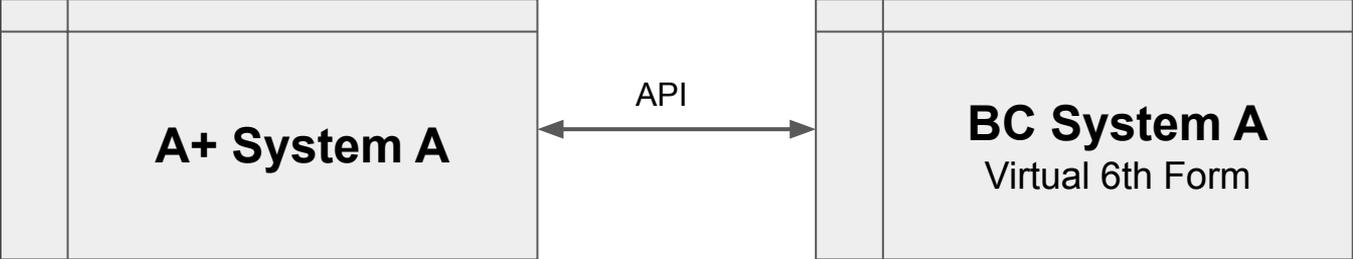
Virtual Sixth Form Enrolment Day Configuration for Bromcom Schools

<https://applicaa.slack.com/archives/D02L4HYP6H5/p1705324686880229>

<https://docs.google.com/document/d/1GUI00TRA53P7HbSx-FTIHa9ikKgGRAb-baJF0FUnCOQ/edit?usp=sharing>

Virtual Bromcom instances normally exist when a Sixth Form is composed of multiple secondary schools who have their own Bromcom MIS DataBase

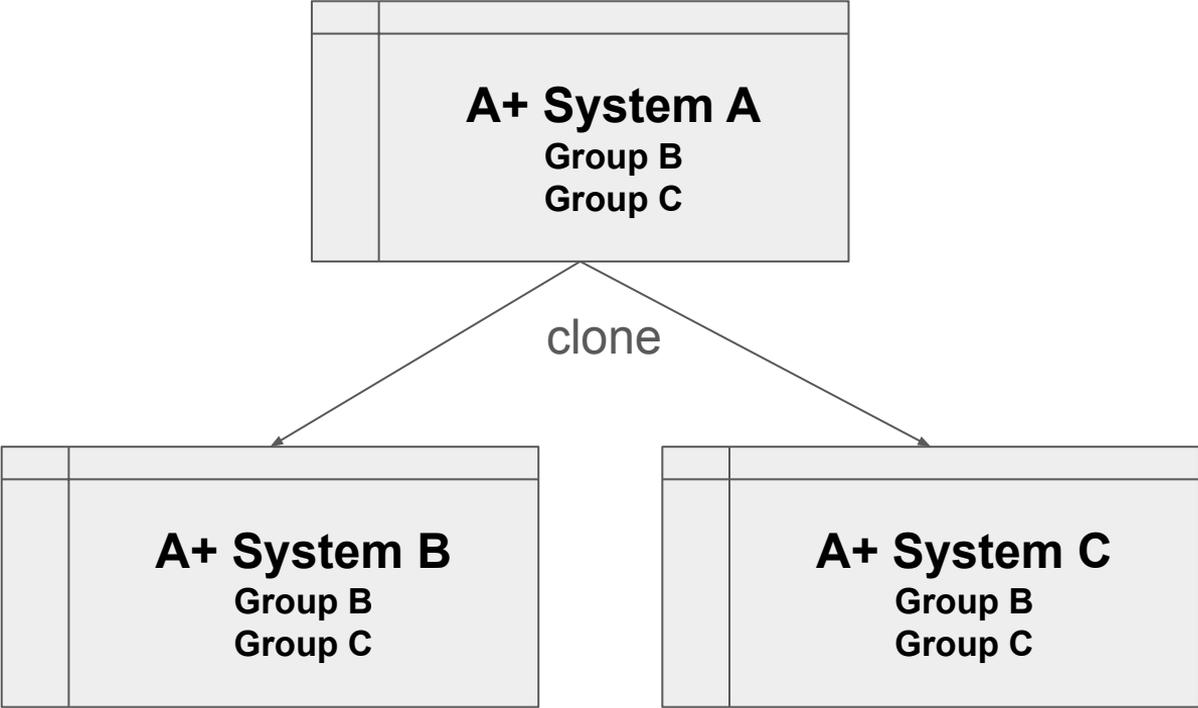
- 1. The current system you use throughout the year is **System A**. This system belongs to the (Virtual) Sixth Form and will be used up until after the enrolment day.



2. After enrolment you will need to clearly organise students into their base schools (e.g. Group B and Group C). This can be achieved using application groups, form group property or another office user property.

	A+ System A > Group B > Group C

3. Applicaa will then clone the systems to create copies, one for each base school.



4. Create Applicaa API users (if needed)

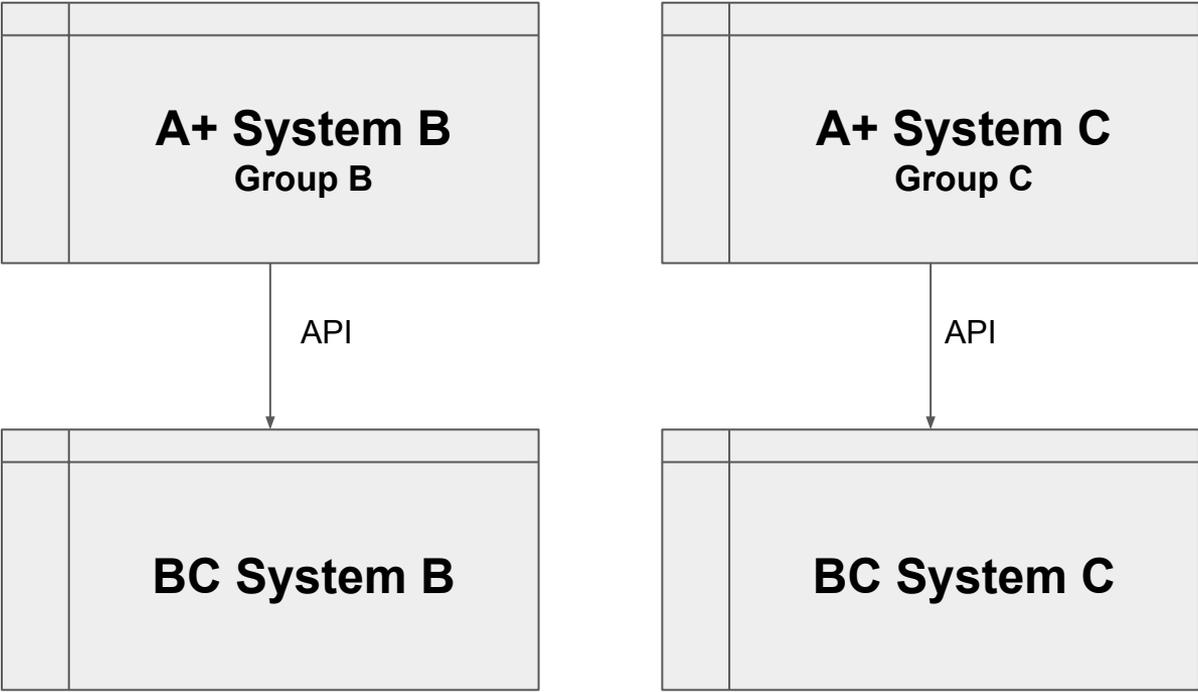
If you have not already, you will then need to [create an Applicaa API user](#) for each school's Bromcom DB (this is referring to each secondary school that feeds into the virtual Bromcom)

This is an action that can be completed well before enrolment day so the credentials are ready to use after enrolment day with the cloned systems that correspond to each school.

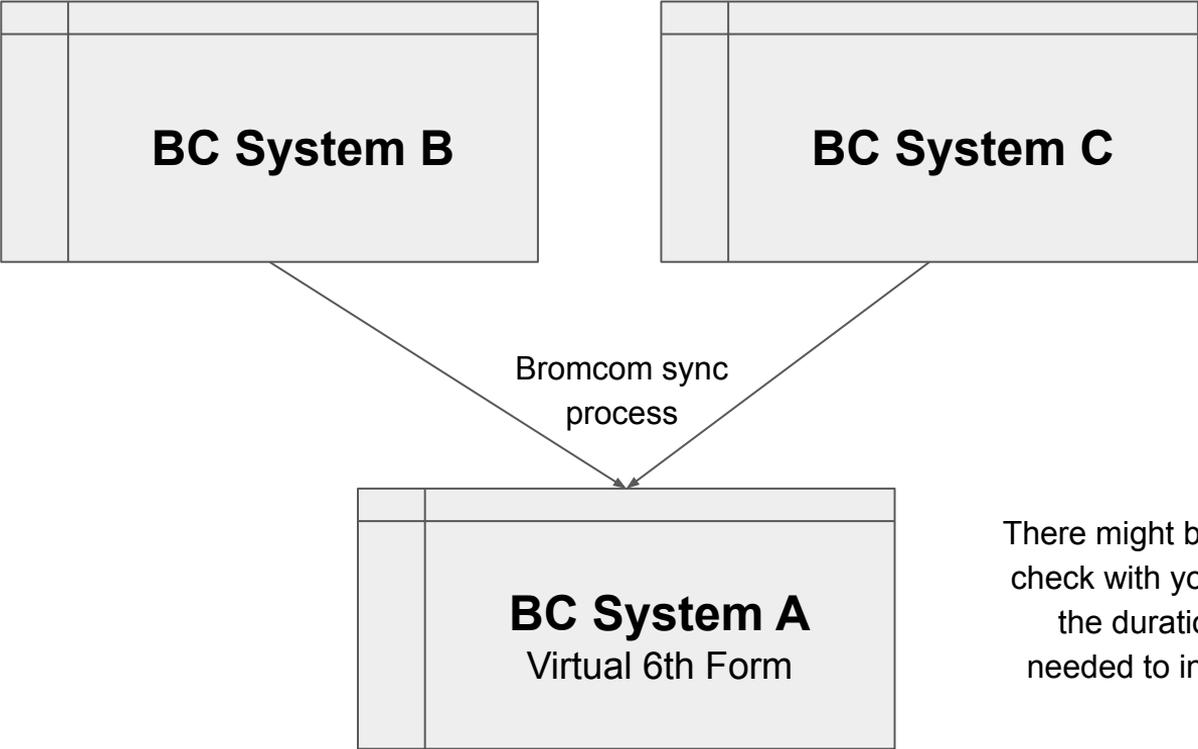
Before creating a new user please check to see if there is already an API user created with the name 'Admissions' or 'Applicaa'.

5. Once you have confirmed the API user is created for each school in Bromcom, [you will need to add the correct API credentials \(page 3\)](#) for each cloned system.

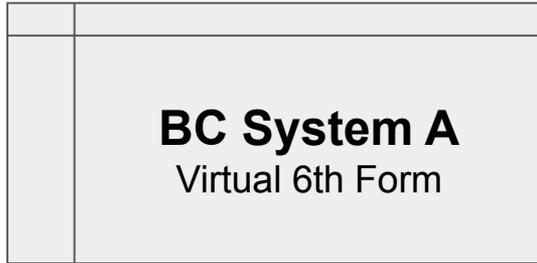
6. The next phase **involves transferring personal data** (class data will follow) from each school's cloned Applicaa system to the corresponding Bromcom DB using filters / groups



7. Upon completion, the Bromcom sync process within the MIS will automatically copy the applicants to the Sixth Form's Virtual School Bromcom.



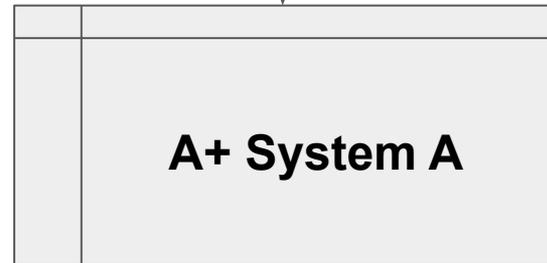
There might be a delay in this process, so check with your Data Manager regarding the duration and if any actions are needed to initiate the syncing process.



8. Ensure that all enrolled students in Applicaa System A are tagged with their Bromcom Student ID number from the Virtual School.

Export BC IDs

- a) Export the same list of students from the Virtual Bromcom System.
- b) Use the VLOOKUP function to tag the list from Applicaa with each student's Bromcom Student ID. Make sure to use a unique data field as the search term so you do not tag students with the wrong Bromcom ID. The VLOOKUP function should be set to exact matches (i.e. FALSE)
- c) Import this list back into Applicaa using the import and update student data routine. You can use their student code as the field to match students.



9. Finally, class lists can be written back to the Bromcom Virtual 6th form site from A+

