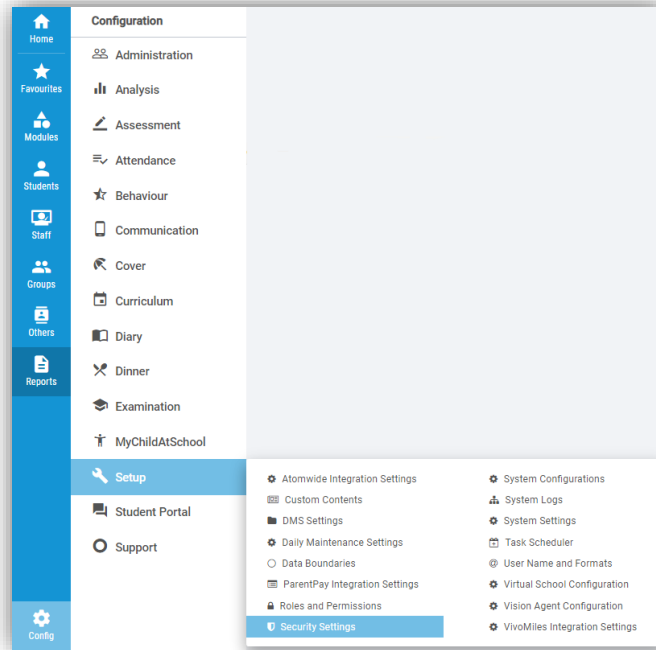


# Single Sign-On Quick Guide

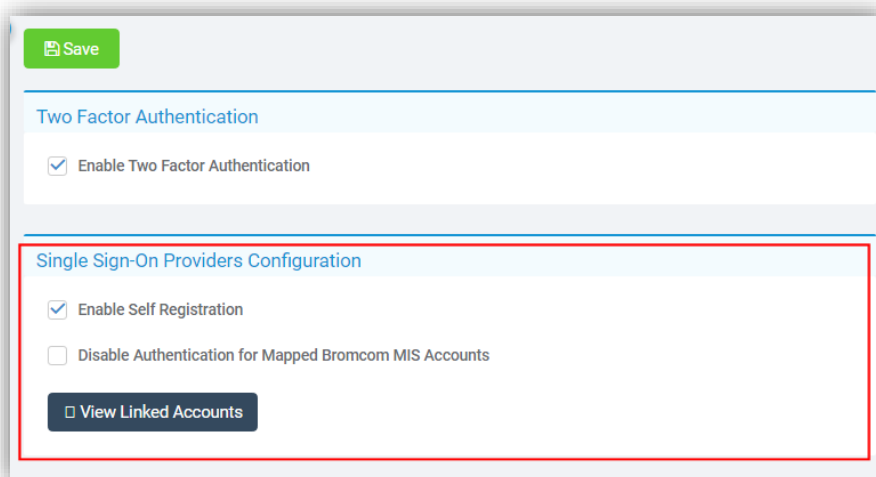
## How to Configure Google or Microsoft Single Sign-On

### Enabling the Single Sign-On Option

From the left Menu go to **Config > Setup > Security Settings**. Note: You will only have access to this page if you have the correct **Roles and Permissions**.



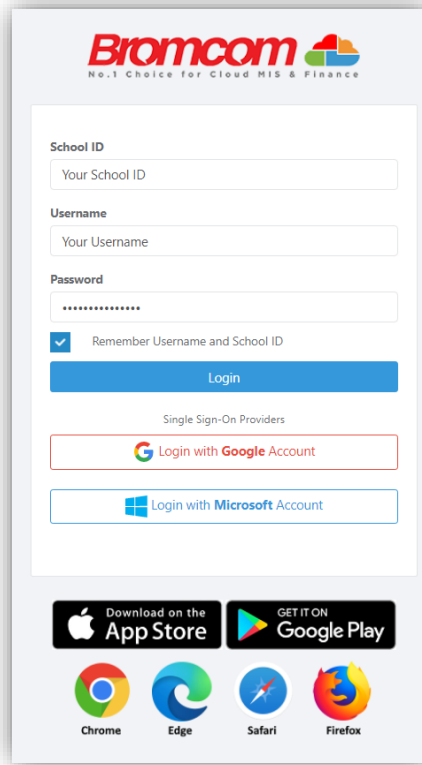
Select **Single Sign-On Providers Configuration** and tick the box, **Enable Self Registration**. If required, also check **Disable Authentication for Mapped MIS Accounts** to prevent staff from using the standard issue login.



This will now allow **Staff** to link their own **Single Account** with Bromcom.

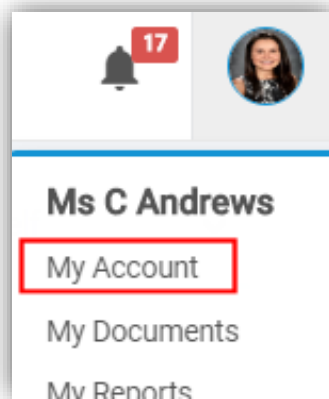
## Linking a Single Account with Bromcom

Login to the **Bromcom MIS** with your **Bromcom** account details (**School ID**, **Username** and **Password**) and click the **Login** button.



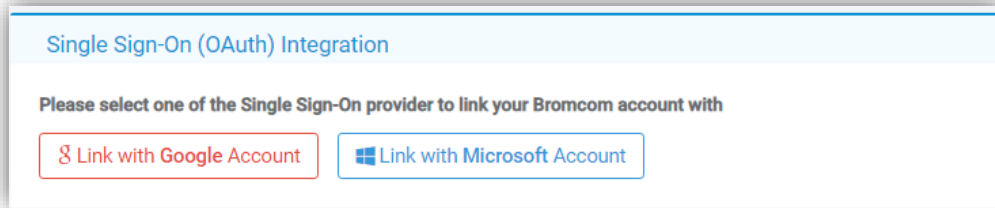
The screenshot shows the Bromcom login interface. At the top is the Bromcom logo with the tagline "No.1 Choice for Cloud MIS & Finance". Below the logo are three input fields: "School ID" (with placeholder "Your School ID"), "Username" (with placeholder "Your Username"), and "Password" (with placeholder "\*\*\*\*\*"). A checkbox labeled "Remember Username and School ID" is checked. A blue "Login" button is positioned below the password field. Underneath the login button, it says "Single Sign-On Providers" and lists two options: "Login with Google Account" and "Login with Microsoft Account". At the bottom of the login form, there are two buttons: "Download on the App Store" and "GET IT ON Google Play". Below these are four browser icons: Chrome, Edge, Safari, and Firefox.

Go to your **My Account** page, which is available via the dropdown menu in the top right hand corner of the page.

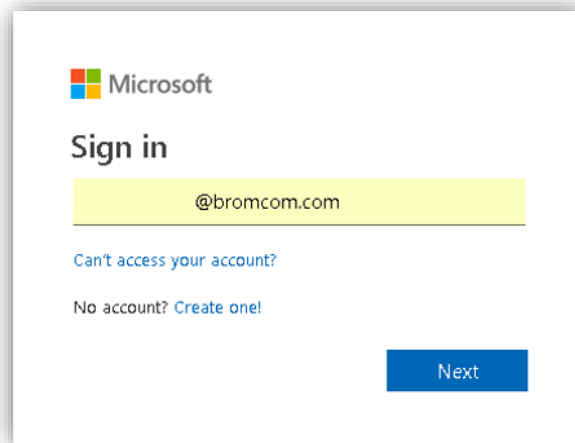


Under the **Single Sign-On** section you can either:

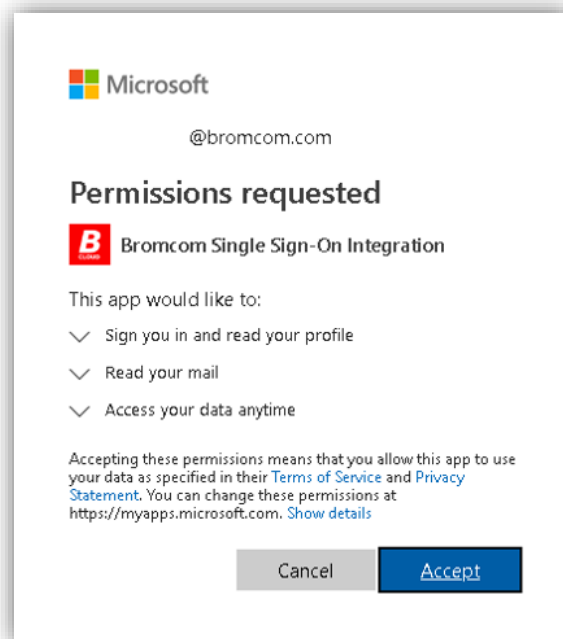
- Use your **Google** account by clicking the **Link with Google Account** button.
- Use your **Microsoft** account by clicking the **Link with Microsoft Account** button.



Next, you will need to login using your **Google** or **Microsoft** account credentials to authenticate with the **Single Sign-On** provider.



Click **Accept** to give permission for the **Bromcom Single Sign-On Integration App**.



## Linking Multiple Accounts with Bromcom

Linked Accounts can be viewed from this **Settings** page using the **View Linked Accounts** option.

The screenshot shows a settings interface with a 'Save' button at the top left. Below it are two sections: 'Two Factor Authentication' with a checked 'Enable Two Factor Authentication' checkbox, and 'Single Sign-On Providers Configuration' with a checked 'Enable Self Registration' checkbox and an unchecked 'Disable Authentication for Mapped Bromcom MIS Accounts' checkbox. A 'View Linked Accounts' button is located at the bottom of the second section and is highlighted with a red rectangular box.

Click on the **View Linked Accounts** button and then select the **Show Accounts without Single Sign-On** radio button. This will list all of the **Accounts** without a **Single Sign-On** option.

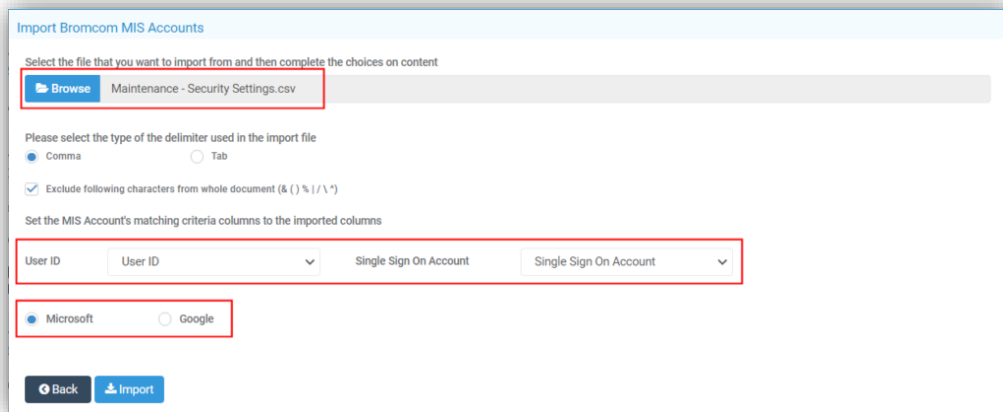
The screenshot shows the 'Bromcom MIS Accounts' page. At the top, there are two radio buttons: 'Show Accounts with Single Sign On' (unselected) and 'Show Accounts without Single Sign On' (selected and highlighted with a red box). Below the radio buttons are 'Grid actions' and buttons for 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. A table with 8 columns is displayed: 'User ID', 'Last Name', 'First Name', 'Username', 'Start Date', 'End Date', 'Number Of Roles', and 'Single Sign On Account'. The table contains 17 rows of user data. At the bottom left, there are 'Import' and 'Close' buttons, with 'Import' highlighted by a red box.

User ID	Last Name	First Name	Username	Start Date	End Date	Number Of Roles	Single Sign On Account
7	Parker	Adrian	U00000007	11/04/2005		1	
11	Cordingley	b	U00000011	01/01/1900		1	
14	Newton	Alice	U00000014	01/01/1900		1	
20	Taylor	Alice	U00000020	01/07/2004		1	
22	Maguire	b	U00000022	01/09/2004		2	
23	Jervis	Alison	U00000023	01/09/2008		1	
25	Taylor	Alice	U00000025	01/09/1995		2	
34	Gallery	Alan	U00000034	01/01/1900		2	
37	Newton	Belinda	U00000037	05/06/2006		4	
38	Williams	Adrian	U00000038	01/09/2012		2	
41	Watson	Arthur	U00000041	20/07/2009		1	
46	Clark	Belinda	U00000046	20/04/1993		2	
47	Briggs	Anne	U00000047	01/09/2010		4	

From the **Grid Actions** click on the **CSV** option, this will **Export** the list to **CSV**. Where you can update the **Single Sign on Account** column.

This screenshot is a close-up of the 'Bromcom MIS Accounts' page, focusing on the radio buttons and the 'Grid actions' menu. The 'Show Accounts without Single Sign On' radio button is selected and highlighted with a red box. The 'Grid actions' menu is open, showing options for 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. The 'CSV' option is highlighted with a red box.

When the file has been updated click on the **Import** button, **Browse** for your **CSV** file, select the columns to match criteria and either Microsoft or Google for the **Sign-On** and click the **Import** button. A **Confirmation** showing the number of changes will be displayed, select either **Cancel** or **Proceed**.

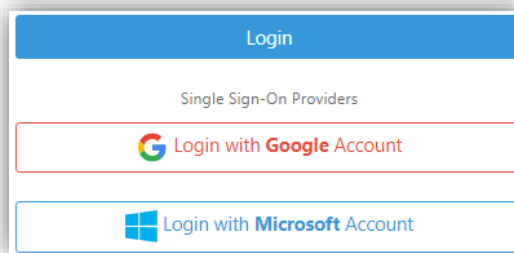


After this, **Users** will be able to login to the system with their own **Google** or **Microsoft Account**, without the need to know their Bromcom account details.

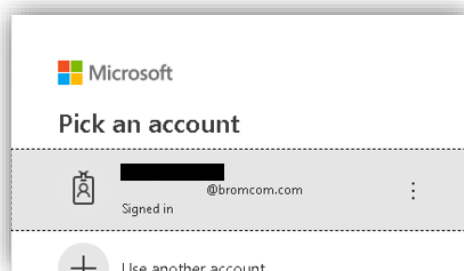
## How to Use Google or Microsoft Single Sign-On

Once you have linked your MIS account with one of the **Single Sign-On** providers' return to the **MIS Login** page.

- If you would like to login with your **Google** account click the **Login with Google Account** button
- If you would like to login with your **Microsoft** account click the **Login with Microsoft Account** button

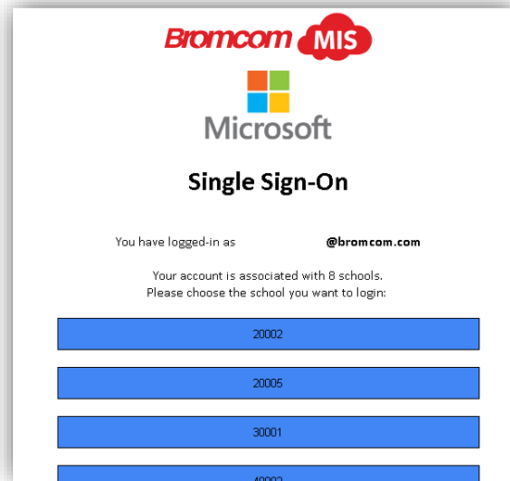


Select the account you want to use and enter your credentials again. You have now linked the accounts fully.



Logging in to the Bromcom MIS.

- If your authenticated **Google** or **Microsoft** account is linked to one of the **Bromcom MIS** accounts in the school, the system will automatically log you into the linked account straight away.
- If your authenticated **Google** or **Microsoft** account is linked to more than one **Bromcom MIS** accounts, the system will redirect you to a page where you can choose which **Bromcom MIS** system you would like to login to.



- If your authenticated **Google** or **Microsoft** account is **NOT** linked with any **Bromcom MIS** accounts, you will be redirected to login page with an appropriate error message.

If you need any assistance, please contact the **Helpdesk** on **020 8290 7177**.