Appendix A: School Admissions return of documentation

Guidance on submitting documentation via AnyComms+

Secure File Transfer with AnyComms+ App – My Apps

- AnyComms+ users are nominated by the Principal through a **Request for Change of Role** form on C2k Exchange
- All nominated Users will previously have received an email with a link to register
- Once users have registered and activated their AnyComms+ account, they must download the AnyComms+ client App from My Apps on the MY-SCHOOL screen
- Schools must use the AnyComms+ app to transfer documents to EA

Although the setup is completed through the website <u>do not use the website to transfer files</u>

NB If you have not activated your AnyComms+ account please refer to Information Sheet EN166 on C2k Exchange

To check folder contents prior to uploading/downloading from AnyComms+

It is important to check the content of the MIS (SIMS) data folders in advance of attempting to upload/download files using **AnyComms+**. *__This is an important step to ensure that no old or unnecessary files are accidentally sent.__*

- Click the Windows Start icon - either or
- Click **Computer**
- Click **Vol1 (\\localAM.site) (S:)**
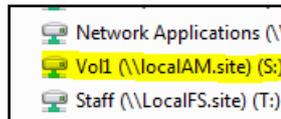
- Double click the **SIMS** folder
- Double click the **ELBin** folder to review the contents
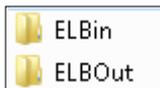
- If necessary remove old or unnecessary files

Update Form EA OEP1 / EA OENS ready to upload (or any other documents)

Access Form EA OEP1 (P1) or EA OENS (Pre-School), as appropriate, on the Education Authority website at https://www.eani.org.uk/school-management/ea-digital-admissions-online-resource-hub/forms-guidance Download and save a copy to your computer.

- Click 'Enable Editing' to add details of any first preference **paper** applications to the form and indicate whether each child is being accepted or refused.

Once the form has been completed the document must be saved to **S:\SIMS\ELBOut**

- Click **File | Save As**, browse to **Vol1 (\\localAM.site) (S:)**
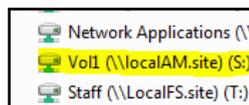
- Double click **SIMS**, double click **ELBOut**

  Edit the **File name** of the document to include the school DE reference_ADM, school name, OEP1 or OENS as appropriate and the date.

  e.g. 9160011_ADM Anytown PS OEP1 09-02-20

Or if you are sending any other documentation e.g. a birth certificate, utility bill or Benefit Verification Form for a child who has been refused admission you need to ensure the file name includes the **DE reference_ADM** and child's name.

e.g. 9160011_ADM Child Forename, Child Surname

- Click **Save**

- Ensure that only documents to be transferred to EA are displayed in **S:\SIMS\ELBOut** (if necessary move/delete any other documents from the ELBOut folder before transfer – see page 2 for guidance on checking folder contents)

NB: **Please be aware that sending personal data to the incorrect school is a breach of the General Data Protection Regulations (GDPR).**

To Upload documents to EA School Admissions Office

Before continuing, please ensure you have correctly named any files to be uploaded

- Log into MY-SCHOOL and click **My Apps**

- Browse to the **Staff** tab or search for **AnyComms**

- Click

- Enter your AnyComms+ **Username** and **Password**

- Click

- Under **File Uploads** tick **Admissions** (ensure no other boxes are ticked)

- Click

- Documents in **S:\SIMS\ELBOut** will automatically be transferred to EA Admissions and Transfer. Check the log window for confirmation

- Once files have been uploaded click to close **AnyComms+**

Should you have any queries please direct as follows:

- All queries regarding the admissions procedure contact the

  Admissions Helpline ☎: 028 9598 5595

- Should you experience any problems accessing or submitting documents via AnyComms+ please contact the **C2K Service Desk ☎: 0870 601 1666**