

Brampton College Staff External Access

This document describes the following:

- 1) **Access to VLE**
- 2) **Office 365**
- 3) **Access to College email**
- 4) **Access to Portal**

If you experience any difficulties with external access please email support@bramptoncollege.com or call ext. 227

1) College VLE

Using your web browser find your way to the college website – www.bramptoncollege.com and click on STAFF - VLE



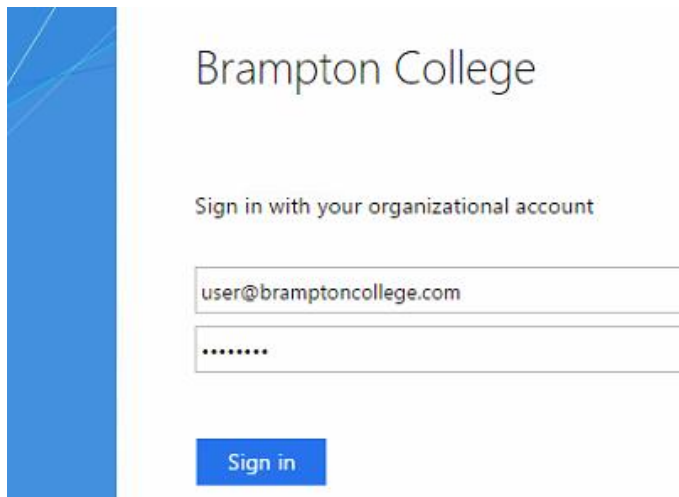
Alternatively, go directly to page <https://login.microsoftonline.com/>

At the following prompt, type your College **email address** as the username:



Once you click into the password field, you will be redirected to Brampton College sign-in page, where you will type your password:

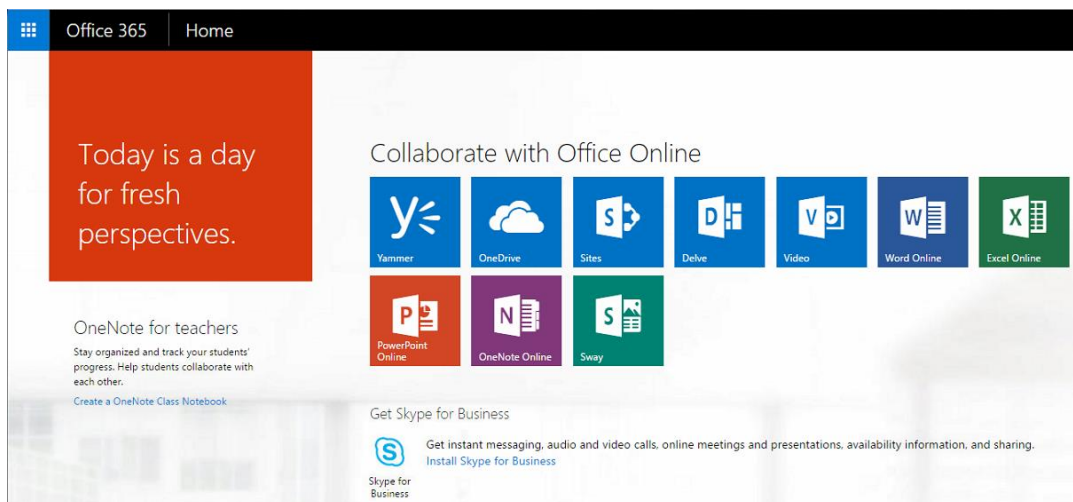




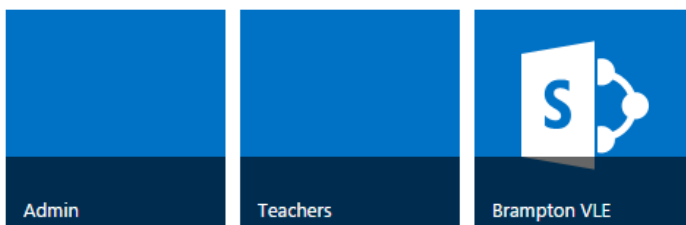
Type in your **password** as the password and click **Sign in**.

You have successfully signed into Office 365. (The portal may become unresponsive when you log on for the first time. In such case, please close your browser and log on again after five minutes).

To access the VLE, you will need to click on the “Sites” tile



Then click on the “Brampton VLE” tile:



You are now in the VLE section of Office 365 suite – navigate through to your chosen area or department.



BROWSE PAGE




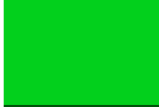









[Brampton VLE Home](#) [EDIT LINKS](#)

Brampton VLE

Recent

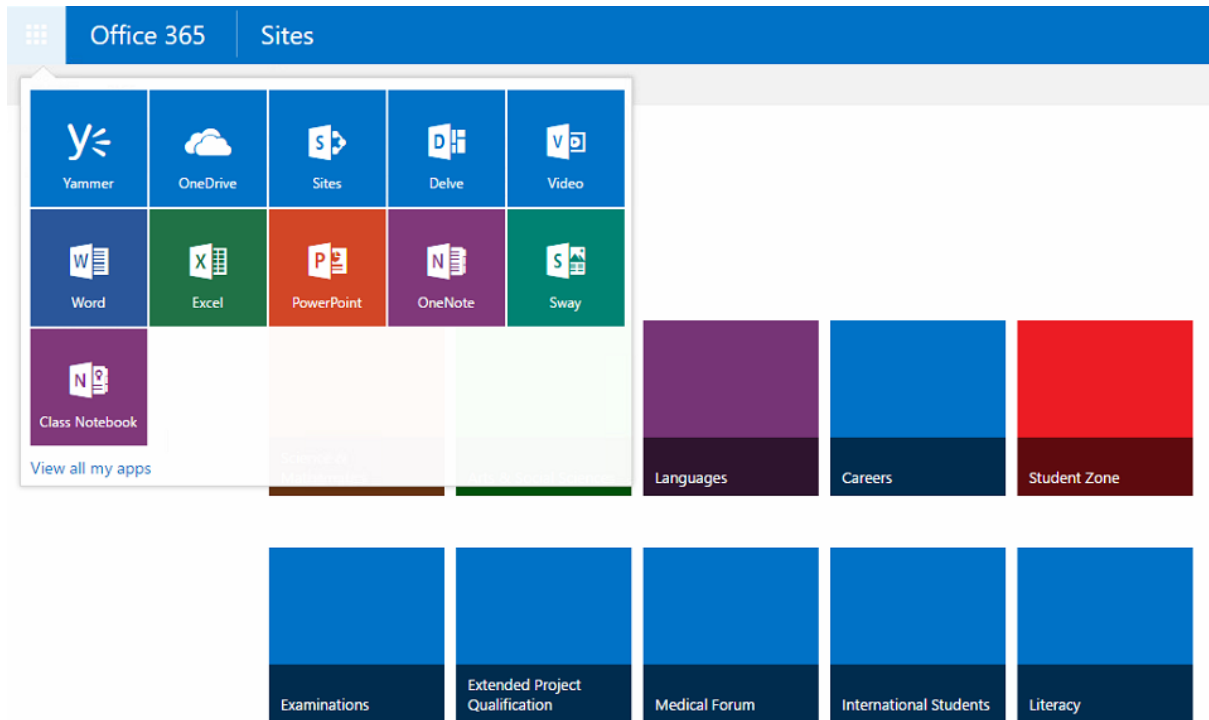
Recycle Bin

[EDIT LINKS](#)

 Science & Mathematics	 Arts & Social Sciences	 Languages	 Careers	 Student Zone
 Examinations	 Extended Project Qualification	 Medical Forum	 International Students	 Literacy
 Maths for Scientists				

2) Office 365

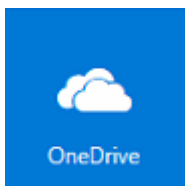
Clicking the blue icon in the top left corner will bring up a selection of available services:



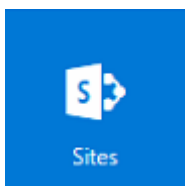
Here is a selection of some:



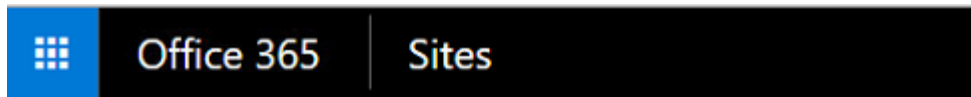
Yammer is an enterprise social network - [How to use Yammer](#)



OneDrive is your personal cloud storage - [OneDrive for Business](#)

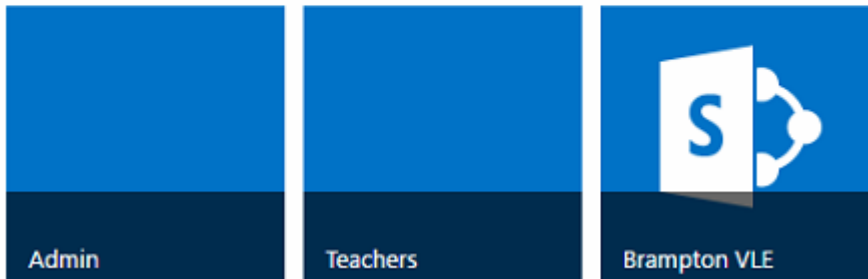


Sites is place to store collaborative content. In our case, this is where the VLE, Teachers and Admin sections are stored:



 new

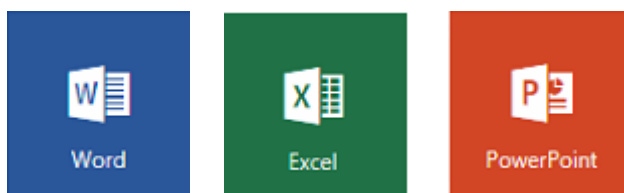
Search everything 



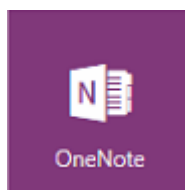
Brampton VLE – All staff and students have access to this section, contains resources for students to assist with independent learning

Teachers – Document library, which is not accessible by students

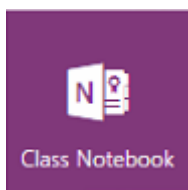
Admin – Only accessible by the admin staff



Online versions of standard Office programs, somehow limited but excellent for collaboration.



Note taking tool - [Introduction to OneOne Online](#)



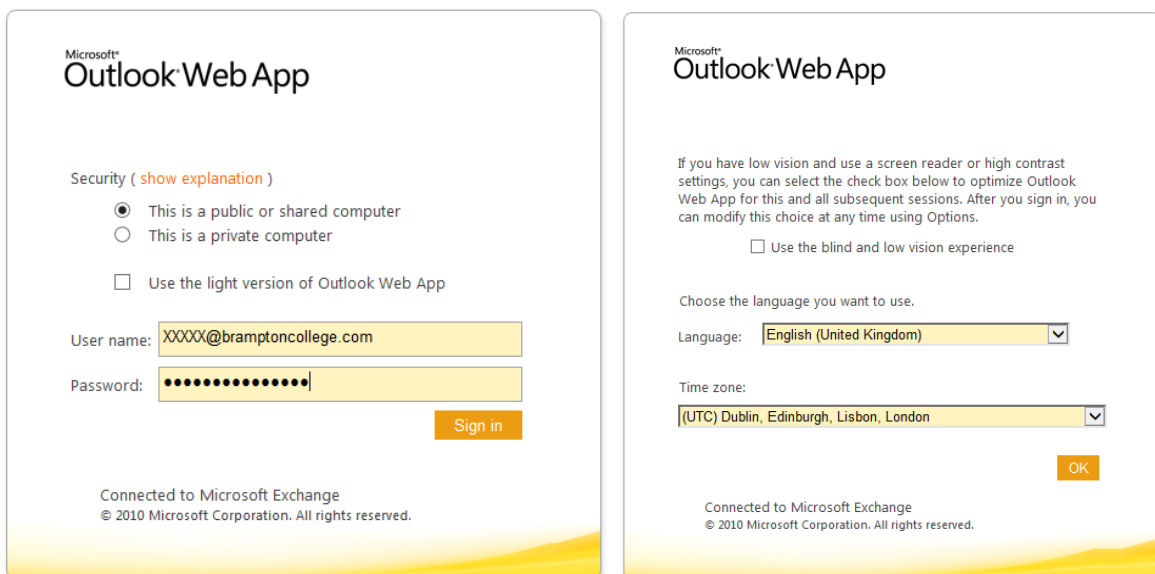
[Teachers - Get Started with OneNote Class Notebook Creator](#)

3) College Email

Using your web browser find your way to the college website – www.bramptoncollege.com and Click on STAFF – EMAIL

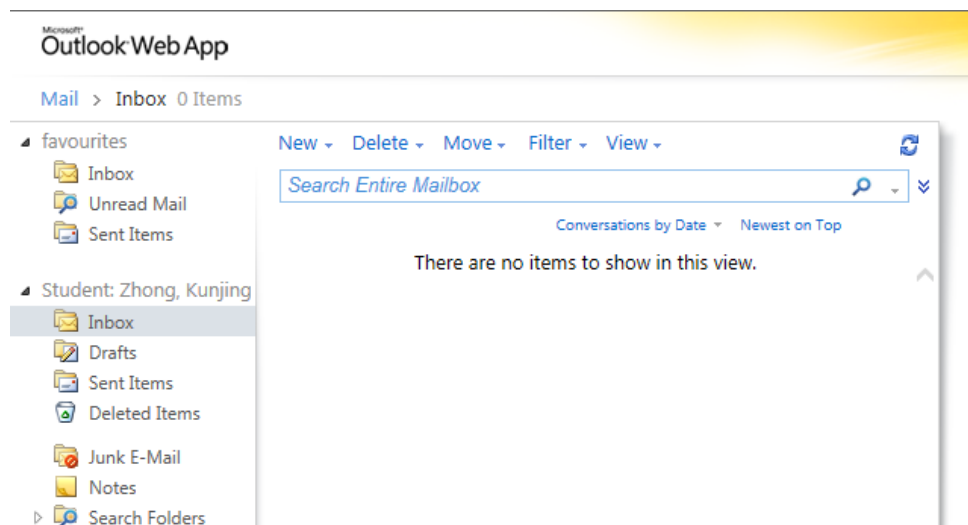


The logon page will appear. Use your College **email address** as the username and your **password** as the password. (Your email is in the format **username@bramptoncollege.com**.)



Make sure your time zone is correct and confirm by clicking on OK.

You can access your emails now



4) Portal

Using your web browser find your way to the college website – www.bramptoncollege.com

Click on STAFF - PORTAL



At the following prompt, type your College **username** and your **password**.

