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.bramtoncollege.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.
Brampton VLE Home

Brampton VLE

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:
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 OneNote 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**.