




Guidance on How to Use AnyComms+ Website Outside School

In the event that your school is closed, it is possible to use the AnyComms+ website from outside school to send or receive Admissions and Transfers documents. (Schools using AnyComms+ at school should continue to use the AnyComms+ App, not the website)


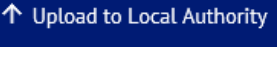

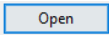
Website URL: <https://c2k.anycommsplus.avcosystems.com/Login.aspx>



Please note that if accessing AnyComms+ remotely, MIS (SIMS) data folders will not be available, it is therefore important that users do not save confidential/sensitive information on a shared or personal device.

To Download Documents from EA Admissions and Transfer Outside School (via AnyComms+ Website)



- Log on to the internet and enter URL below
<https://c2k.anycommsplus.avcosystems.com/Login.aspx>
- Enter your AnyComms+ **Username** and **Password**, click 
- Click  from the panel on the left hand side
- Select the file required
- Click 
- Save in a secure location on your computer (do not save confidential/sensitive information on shared or personal devices)
- Please select pupils by ticking the appropriate box and indicate the pupils you are not selecting. Please sign and date the pro forma and return by AnyComms+ Keep a copy of all material returned as you will need this if there is an appeal

To Upload Documents to EA Admissions and Transfer Outside School (via AnyComms+ Website)

- Log on to the internet and enter URL below
<https://c2k.anycommsplus.avcosystems.com/Login.aspx>
- Enter your AnyComms+ **Username** and **Password**, click 
- Click  from the panel on the left hand side
- Click  Browse to the document previously saved, select file, click 
- At **File Type**, select **Admissions** from the drop down menu
- At **Service**, select **Education Authority – Admissions** from the drop down menu

File Type	Service
Admissions 	Education Authority - 

NB It is important to select the correct service to prevent files being sent to the wrong destination

- Click 
- To check files you have downloaded or uploaded within the last 12 months, click 
- All queries regarding Admissions and transfers contact Admissions ☎: 028 95985595
- Should you experience any problems using AnyComms+ please contact C2K Service Desk ☎: 0870 601 1666