

## AnyComms Instructions for Health Team Users

### 1. Logging in:

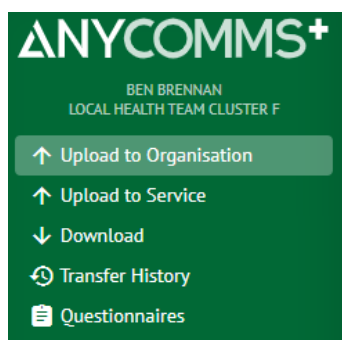
The site is here: <https://sft.learningtrust.co.uk/Login.aspx>

You need your username and password. If you are unable to log in:

1. If you know your username, click 'Forgotten Password', add your username and the email address associated with the account, and click 'Request Reset'. This should generate an email, which is sent to the registered email address and you can follow the link to reset your password. This method relies on you knowing the username and the registered email address.
2. If you do not know the username and/or your registered email, please log a password reset request with Hackney Education ICT Service Desk via [servicedesk@hackney.gov.uk](mailto:servicedesk@hackney.gov.uk)

### 2. Uploading to a setting

Click on 'Upload to an organisation' (top left), then click select files and browse to the file(s) you wish to send.



## Upload to Organisation

Select Files

When you select the file, a range of options appear:

- Under recipient organisation, choose the setting you wish to send to.
- Under recipient role, you will then be required to choose 'Main Office'
- The description and expiry date are not mandatory but can be added

You can select more than one file to upload, and if you have multiple files, you can use the copy options if you wish to copy the organisation/role/description or expiry date for all files. You can tick 'Force email notification' on the right hand side to ensure the setting receives notification (note: this notification goes to the registered email address, so this may not necessarily be the person you liaise with).

### 3. Uploading a file to another health cluster

If you wish to send a file to another health team, click on 'Upload to a Service' (top left), select your file by browsing to it. Then, in the table, choose 'Data to Local Health Team Cluster X' as the File type. You will then be able to populate the Service and add a description and/or expiry.

#### **4. Downloading a file**

If you are sent a file, a notification will be sent to the registered email address. Follow this link to download your file. You can also log in without an email, and click 'Download' top left to see any files available to download.