

AnyComms+ Guidance

**For the secure
submission of
statutory/optional
attainment CTF files to
the LA**

April 2024



 RESET

 RESHAPE

 RESTART

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Overview

As part of the statutory collections process that Local Authorities undertakes on behalf of state-funded schools and academies, we are instructed by the DfE to provide a secure method of data transfer. For this task Birmingham City Council uses Anycomms+. All state funded schools and academies within Birmingham must submit their annual Early Years Foundation Stage Profile, Phonics and optional Key Stage 1 results to the LA using this online portal.

[Please select this link - https://anycomms.birmingham.gov.uk/Login.aspx](https://anycomms.birmingham.gov.uk/Login.aspx)

Access to AnyComms+

The use of this system is provided for all state funded establishments who have a statutory obligation to submit their Early Years Foundation Stage Profile, Phonics and optional Key Stage 1 results to the LA.

Forgotten Password

If you have forgotten your password please try 'Forgot password' option on the login page, if you are unsuccessful, please complete the following service request form, using the link below:

[Please select this link - https://www.birmingham.gov.uk/xfp/form/818](https://www.birmingham.gov.uk/xfp/form/818)

To start the process, click on the button '**Begin this form**' near the bottom right of the page.

BCC Schools IT&D Support Service

Issues affecting multiple users

Does this issue affect multiple users? required Yes No

< Previous **Next** >

Select '**No**' and '**Next**'.

BCC Schools IT&D Support Service

Type of issue

Type of issue: required

Anycomms Plus support request

< Previous **Next** >

Select '**Anycomms Plus support request**' and '**Next**'.

BCC Schools IT&D Support Service

Anycomms Plus support request

Is this related to a previous incident? required Yes No

Do you need a password reset? required Yes No

Please enter a short description of the issue that you are experiencing: required

Next complete form and press **'submit'**.

You will need to follow the same process if you have forgotten your username or to raise any other issues.

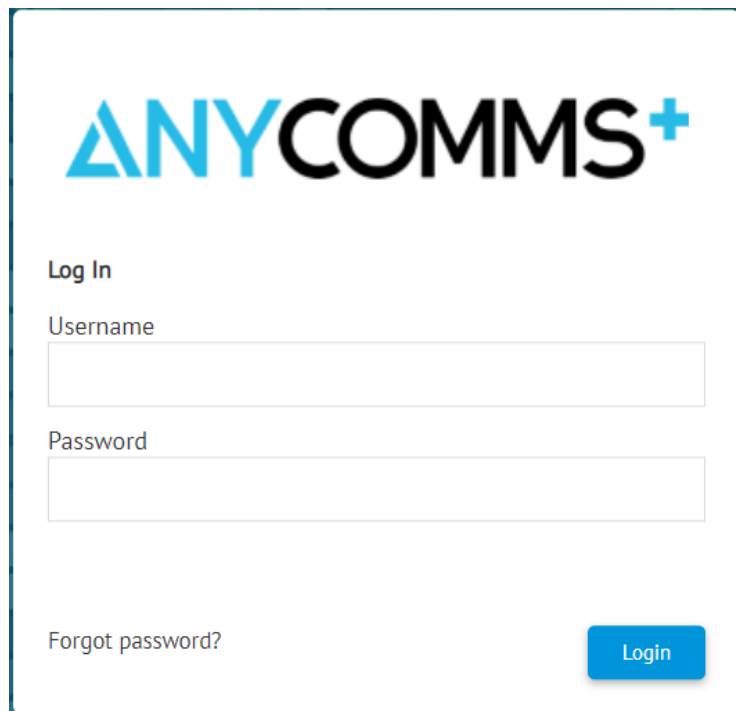
Please note, when you have submitted a service request there is a 3-day Service Level Agreement (SLA) in place to resolve the request.

Processing Guidance for File Submission

Anycomms+ is a web-based portal that is accessed via the following address:

[Please](https://anycomms.birmingham.gov.uk/Login.aspx) select this link - <https://anycomms.birmingham.gov.uk/Login.aspx>

Upon launch Login using your username and password.



ANYCOMMS+

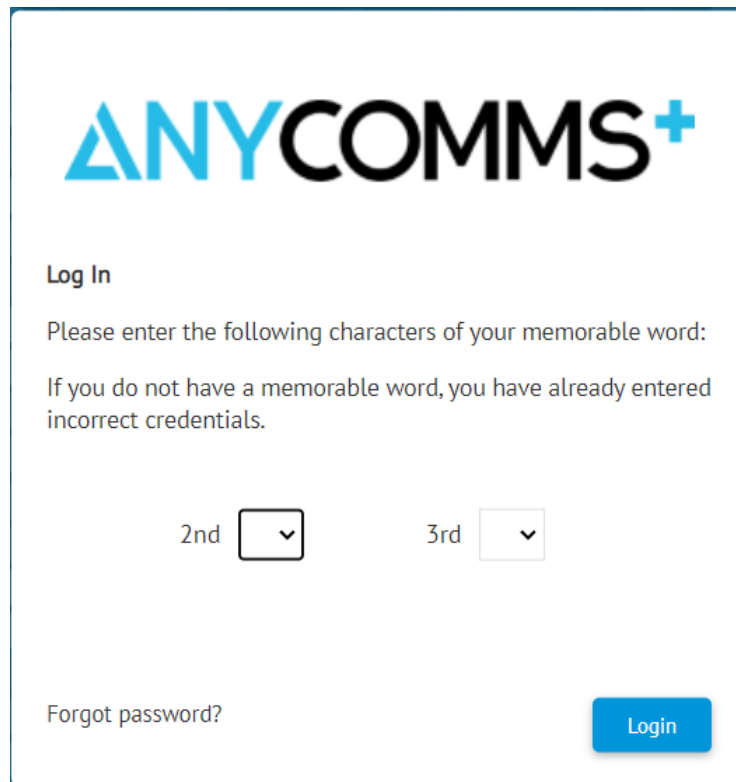
Log In

Username

Password

Forgot password?

You will then be prompted to enter your specific characters of your memorable word.



Upon successful entry to you should see the main menu screen, Click on the “Upload to the Local Authority” button

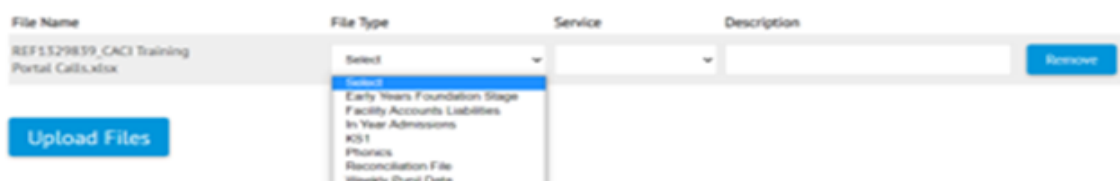


Then click on the “Select Files” button



Next you will need to Browse to the location that contains the results file for your chosen assessment results (you should have previously made a note of the filename). Ideally this will be a CTF file generated from your establishments MIS system. For guidance on how to generate this file please contact your MIS provider.

Highlight the file and Click on “Open”



Firstly (mandatory), select the File Type to that corresponds to results that you are sending

- **Early Years Foundation Stage Profile**
- **Key Stage 1 (optional)**
- **Phonics**

Secondly (mandatory) Choose **Assessment** as the Service

Thirdly (optional) enter a description. This is especially helpful if the file itself does not have your establishments DfE number or name in the file.

File Name	File Type	Service	Description	
Issue 73090.docx	Phonics	Assessment	Phonics	Remove

Finally Click on the “Upload Files” button

[Upload Files](#)

A confirmation screen will display showing that the file has been sent.

You can now log out of AnyComms+

Online Confirmation Forms

In addition to submitting your schools CTF for each key stage, please ensure LA Confirmation Form are completed and submitted. [Please see link - www.birmingham.gov.uk/primarydata](#), see section ‘**Confirmation Forms**’. The forms will need to be completed for Early Years Foundation Stage Profile, optional Key Stage 1 and Phonics results.