AnyComms Plus login and download guidance

The web address to log into AnyComms Plus is as follows - https://acplus.nsix.org.uk

Type in your username and password then click on Login.
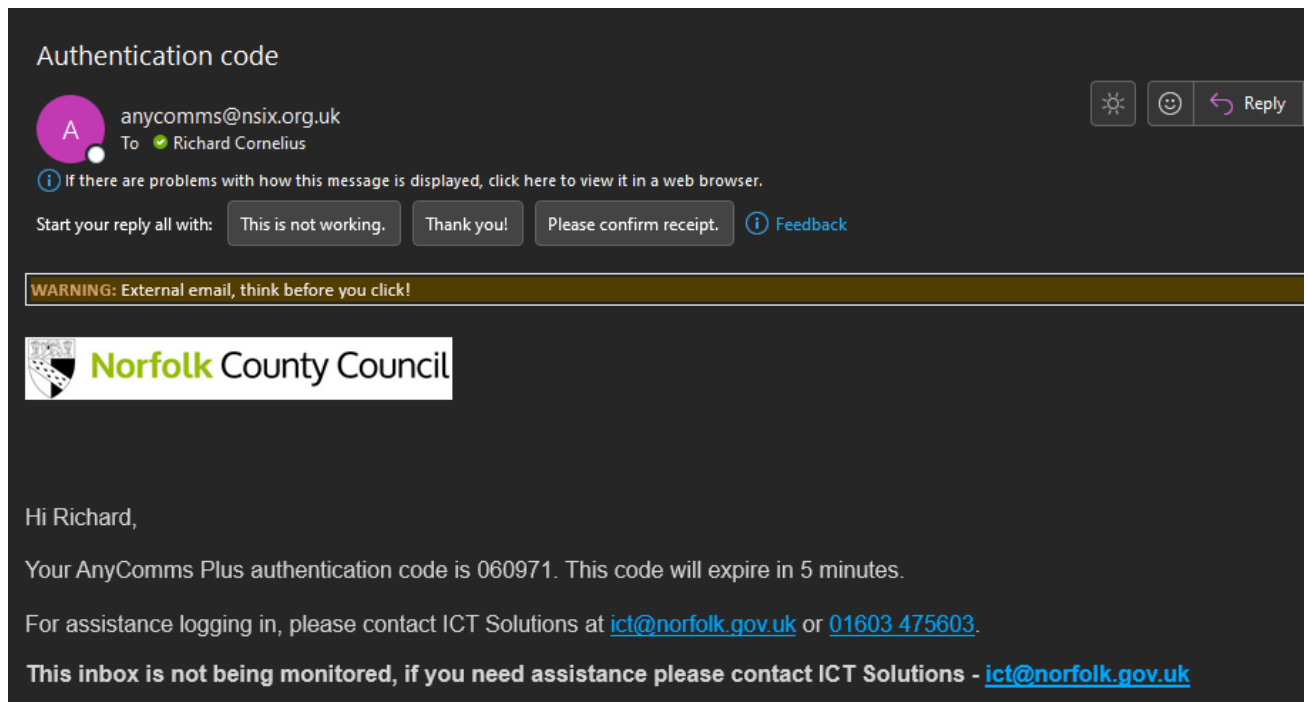

Login

Username

Richard

Password

••••••••••••••

Forgot password?

Login

AnyComms Plus login and download guidance

This will then generate an authentication code, which will send to the associated email address with your AnyComms Plus account.

An example of the email will look like the one below:

Type or copy and paste the code into the relevant box on the screen and click Login.

AnyComms Plus login and download guidance

You should then log into the website successfully.

However, if you have left it more than 5 minutes, you will see the following message and will need to input your password again to receive a further code via email.

Login

Username

Richard

Password

[   ]

Invalid authentication code.

How to download a file(s) from a service

To download a finance, HR, Operation Encompass etc. file, the user will receive an email notifying them that a file is available to download. Once an email is received log in to AnyComms Plus and then click the 'download' button.

AnyComms Plus login and download guidance

This will bring up the Downloads area and will default to New Files

Downloads

There are no files available for you to download.

Search: [   ]

New Files | Previously Downloaded Files

There are options to either download all files or to download single files.

New Files	Previously Downloaded Files				
File Name	**File Type**	**From**	**Date/Time Uploaded ▼**	**Download**	☐
▶ AnyComms Reset Password Request.pdf	Other	School Applications	19/03/2025 07:44:57	Download	☐

Download All

|< | < | Page: [1] of 1 | > | >|

Click on Download All to download all available files

Download All

To download a single file

Click the 'download' button next to the required file

File Name	**File Type**	**From**	**Date/Time Uploaded ▼**	**Download**	☐
▶ AnyComms Reset Password Request.pdf	Other	School Applications	19/03/2025 07:44:57	Download	☐

Click the 'Click here to confirm you wish to download this file' option

File Name	Description
AnyComms Reset Password Request.pdf	

Click here to confirm you wish to download this file

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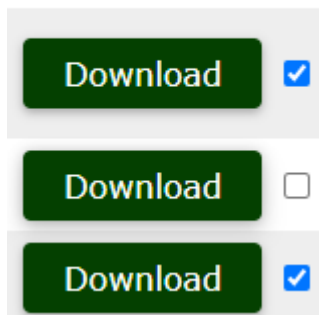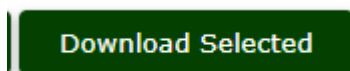This will generate a file and add it to your Downloads folder

End of Year.xlsx   ∧   Show all   X

To download multiple files

Tick the boxes next to the files you wish to download.

File Name	File Type	From	Date/Time Uploaded ▼	Download	☑
► AnyComms Reset Password Request.pdf	Other	School Applications	19/03/2025 07:44:57	Download	☑

Download ☐

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Download ☑

Click on Download Selected

Download Selected

This will generate a file and add it to your Downloads folder

End of Year.xlsx   ∧   Show all   X
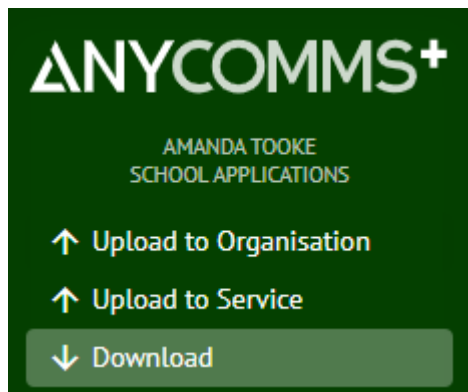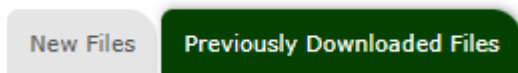
To re-download file(s)

If a file that has previously been downloaded needs to be downloaded again this can only be re-downloaded via the AnyComms Plus website.

Once you have logged into the website click the 'Download' button.

AnyComms Plus login and download guidance

Click the "Previously Downloaded Files" tab.

Click on the available options to download