AnyComms User Guide
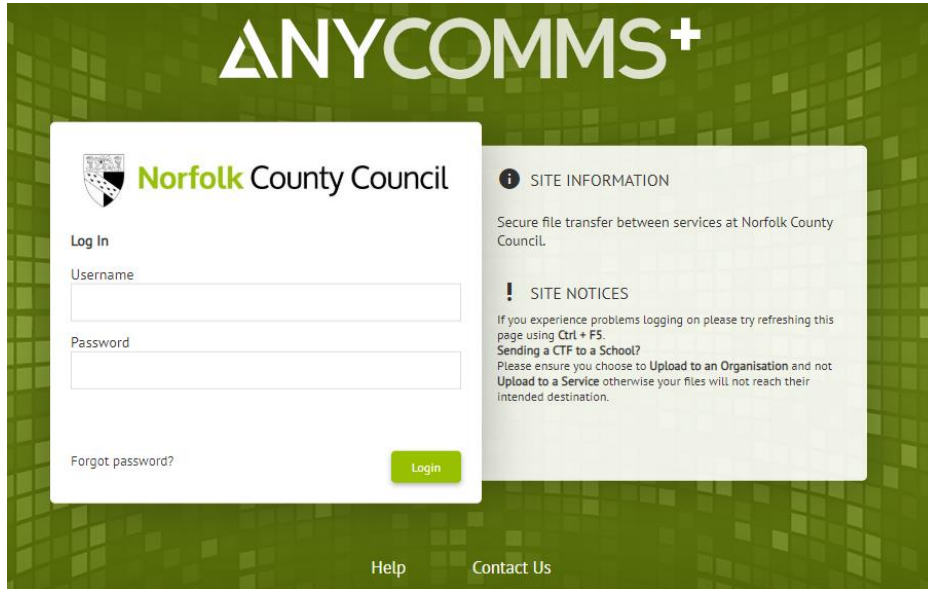
How to log into the AnyComms Plus website
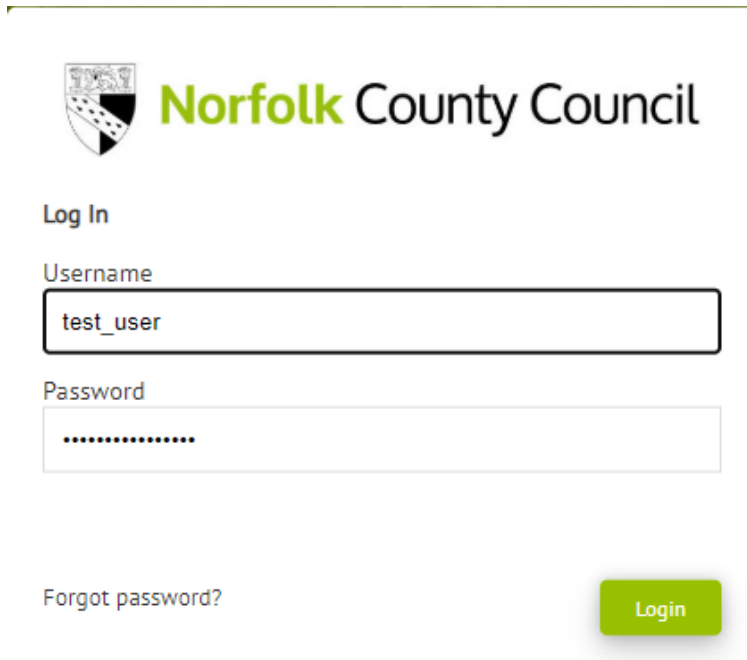
The Safeguarding file will be sent to you via the AnyComms Plus Website https://acplus.nsix.org.uk

To login
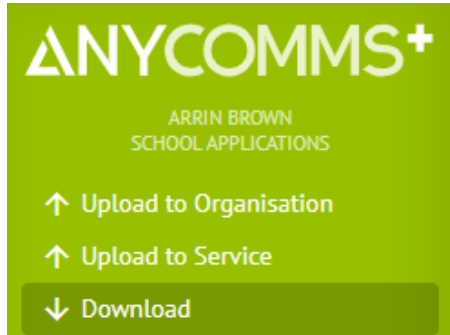
Enter your username and password

Click on Login

AnyComms User Guide

How to download a file(s) from Norfolk County Council

To download a file, you will receive an email notifying you that a file requires downloading. Once an email is received log in to AnyComms Plus and then click the 'download' button.

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

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

Click on Download All to download all available files

To download a single file

Click the 'download' button next to the required file

Click on Click here to confirm……..

File Name	Description
End of Year.xlsx	Test

Click here to confirm you wish to download this file

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

End of Year.xlsx   Show all   ✕

To download multiple files

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

File Name	File Type	From	Date/Time Uploaded ▼	Download	☐
▶ End of Year.xlsx	ICT Support Document	School Applications	10/08/2020 11:48:04	Download	☑

Download ☐

Download ☑

Download ☐

Download ☑

Click on Download Selected

Download Selected

This will generate a file and add it to your Downloads folder
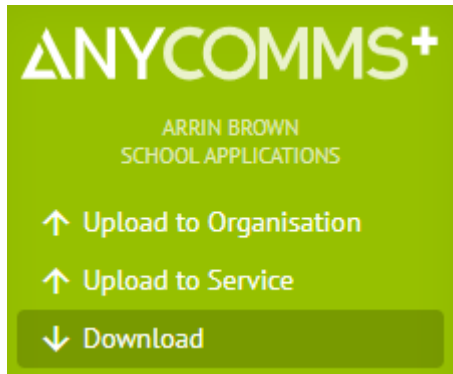
End of Year.xlsx   Show all   ✕
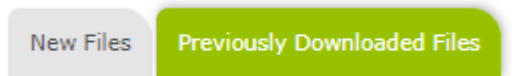
To re-download file(s)

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 User Guide

Click the "Previously Downloaded Files" tab.

Click on the available options to download