

To: All Parents/Carers of students in Year 7-13

Our ref:

December 2020

Dear Parents and Carers,

Re: SIMS Parent App

I am writing to let you know how we will share all of our school reports this year. In order to allow all parents and carers to access the reports safely and securely, reports will be published using the SIMS Parent App. Parents and carers of students in Years 8 to 13 will hopefully be familiar with SIMS Parent, but for those who have not used it before, as well as for parents and carers of Year 7, the app can be downloaded from the App Store or from Google Play by searching for SIMS Parent. There is also a student version of the app for students themselves which displays their timetable and school diary.

As well as the school reports, the SIMS Parent app will also allow you to see your son or daughter's attendance and timetable as well as the contact details that the school holds for you and your family. You can then use this to keep the school updated with any changes in your details, through the data collection feature.

To help with setting up the SIMS Parent App, all parents and carers will shortly receive an invite to register. This email will come from noreply@sims.co.uk so if it does not arrive please check any spam or junk folders. For those of you who have already done so, this can be ignored, but for those who have yet to sign up, you will have the choice of setting up your own SIMS identity, or for added convenience, you can use existing your login details for any of Microsoft (or Office 365), Google, Facebook Apple or Twitter.

Included with this letter is a guide to registering and downloading both the Parent and Student app. If you have any queries or issues registering please do not hesitate to contact the IT Support team via email it@helpdesk.southhunsley.org.uk and mark the subject as SIMS parent app.

The measures in place to protect the security of both your and your child's data can be viewed by following this link: http://simspublications.com/876223/assets/sims_parent_privacy_statement.pdf

Many thanks for your support,

Yours faithfully

Barry Gray
Deputy Headteacher

*Please note some users have experienced a blank page when registering, this has been fed back to SIMS but if you **do** get a blank screen the registration may still have successfully gone through. Please proceed to download the app and login with the account you registered with. You could also login into <https://parent.sims.co.uk> to check your account has registered.*

Who should read this guide?

This guide is intended for use by parents, students and school staff registering SIMS Online Services accounts for use with the following SIMS Online Services: SIMS Parent (including SIMS Parent Lite), SIMS Student, SIMS Engagement Portal and SIMS Activities Portal. School staff registering as administrators after the SIMS Online Service has been set up can also use this guide to register their account to use the SIMS Product Admin Portal.

IMPORTANT NOTE: *The Administrator responsible for registering the school during setup of the SIMS Online Service should not use this guide. The initial administrator should refer instead to the guidance on Joining SIMS Online Services in the [SIMS Parent and SIMS Parent Lite Setup Guide](#).*

Introduction

SIMS Online Services allows you to sign in to your SIMS Online Service using an existing Third Party account¹ rather than set up another account specifically for SIMS Parent or the other services. To register for SIMS Online Services products, you will need one of the following accounts: Microsoft (or Office 365), Google, Facebook, Twitter, Apple ID or SIMS ID².

Do not forget which account you registered with, since you will use this account every time you sign in to your SIMS Online Service^{3,4}.

NOTES: Users with multiple roles at a school need to register only once. For example, users who are both a parent and a teacher at the same school should register as either a parent or a teacher but not need to register as both. Once registered, all relevant parent and teacher information will be available. Parents who have more than one child at a SIMS Parent school will only have to register once at that school. Once registered, all pupil/students at that school will be visible. Parents who have children at different SIMS Parent schools will need to register for each school and will only ever be able to view one school's SIMS Parent data at a time.

¹ For guidance on setting up a Third Party account, please refer to the [Setting up a Microsoft or Google Account](#) document.

² Only users with an existing SIMS ID account can use SIMS ID to register.

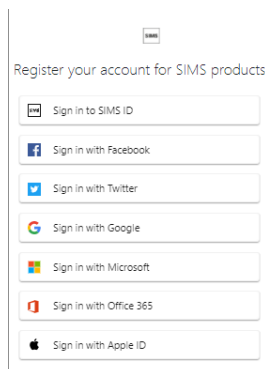
³ If you forget which Third Party account you used to register, please contact your school who can unregister your existing account and issue you with a new invitation. You can then re-register with the Third Party accounts of your choice. Following re-registration, you will once be able to access your account.

⁴ Changing your Third Party account password will not affect your ability to sign in to SIMS Online Services.

How do I register?

NOTE: Before completing the registration process, users should be signed out from all accounts to avoid accidentally registering with the wrong account, particularly if working on a shared computer. Alternatively, the registration process should be carried out in a private browser window.

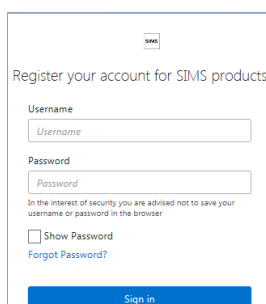
1. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your SPAM/Junk folder before contacting your school.
2. Click the **Accept Invitation** button in the email to be directed to the registration page.



Register your account for SIMS products

- Sign in to SIMS ID
- Sign in with Facebook
- Sign in with Twitter
- Sign in with Google
- Sign in with Microsoft
- Sign in with Office 365
- Sign in with Apple ID

3. Click the button for your preferred account and you will be directed to sign in.
 - Users who already have a SIMS ID account can sign in with SIMS ID. When the **SIMS ID** button is clicked, the registration screen expands to display the **Username** and **Password** fields.



Register your account for SIMS products

Username

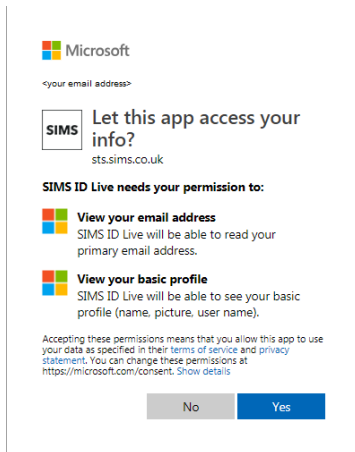
Password

In the interest of security you are advised not to save your username or password in the browser

Show Password
[Forgot Password?](#)

- Users who do not have a SIMS ID account should select one of these Third Party providers to register: Facebook, Twitter, Google, Microsoft (also Office 365) or Apple ID. On clicking one of these buttons you will be transferred to the Third Party to complete standard account authentication.

- If this is the first time you have registered this account with SIMS ID, you will see this permissions screen.



Click the **Yes** button to grant SIMS ID permission to access your information. If this is not the first time you have registered this email address with SIMS ID (e.g. if you are re-registering, or if you have previously registered for another SIMS service using SIMS ID, such as SIMS Pay), you will not see this screen.

- On completion of account authentication, you will be asked for an **Invitation Code**.

Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.

Please enter the code below and tap or click Register.

Name (not you?)

Signed in with

Invitation Code

If you were able to use the button in the email from noreply@sims.co.uk, this field will be populated automatically. If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.

Click the **Register** button.

6. You will now be asked to confirm your identity by answering a question. The question differs depending on whether you are a parent, pupil/student or member of staff at the school.

Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

What is the date of birth of one of your children at the school?

(dd/mm/yyyy)

Please enter your answer

Verify

- Parents should enter the **date of birth** of one of your children attending the school.
- Pupil/students and staff school should enter their own **date of birth**.

This is for security purposes only. This information will not be used in the SIMS Online Services system.

Click the **Verify** button.

Your account is created. On completion, you will see the home page of the SIMS Online Service you registered for.

You will receive an email from simsid@identityfor.co.uk confirming your registration. This email has links to the relevant SIMS Online Service sign in page. All SIMS Online Service sign in URLs are listed in the *How do I sign in?* section.

How do I sign in?

Once the registration process is complete, users can sign in via the following URLs.

For Parents

<https://www.sims-parent.co.uk>

or via the SIMS Parent app*

For Students

<https://www.sims-student.co.uk>

or via the SIMS Student app*

For Schools

- Product Admin Portal

<https://admin.sims.co.uk>

- Parental Engagement Portal

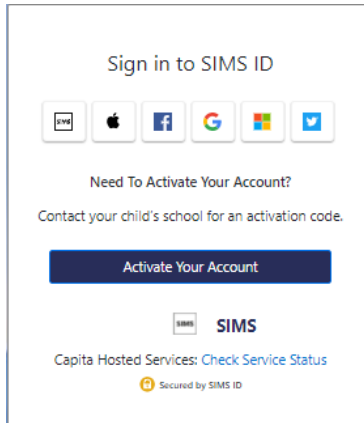
<https://www.sims-engagement.co.uk>

- Activities Portal

<https://organiser.sims-activities.co.uk>

* The apps are available for iOS and Android devices via the Play Store or iTunes.

1. Click the icon for the account that you registered with.

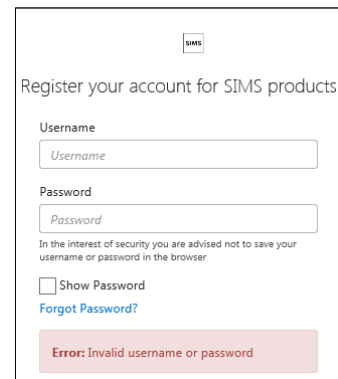


A new window will open.

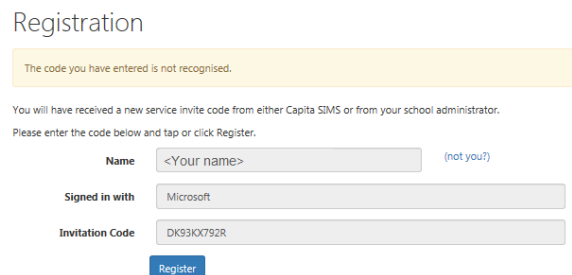
2. Enter your sign in details.

Troubleshooting: Why can't I register?

- If you do not have a SIMS ID account, you should register with an Apple ID, Facebook, Google, Microsoft (or Office 365) or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details. If you click the SIMS ID icon and try to enter your Apple ID, Facebook, Google, Microsoft (or Office 365) or Twitter account details in the SIMS ID **Username** and **Password** fields, the following error will be displayed: **Error: Invalid username or password.** Use one of the Third Party account providers to continue the registration process.



- If you see **The code you have entered is not recognised** message, this means that you have either tried to register using a code belonging to another person (e.g. a parent using a child's SIMS Student invitation to try to register for SIMS Parent) or you have used an out-of-date code (e.g. you have received more than one invitation email and have not used the most recent one). Check you have used the correct email to register. Check you are signed in with the correct Third Party account.





Who do I contact for help?

If you have a question about your SIMS Online Services Account, please contact your school using your school's usual communication routes (e.g. phone, email).

All SIMS Online Services have a **Help** button linked to the Capita Software Support Portal:

- SIMS Parent users can access **Help** via the [SIMS Parent for Parents Documentation Centre](#).
- SIMS Student users can access **Help** via the [SIMS Student Documentation Centre](#).
- School staff users can access **Help** via the [SIMS Parent for Schools Documentation Centre](#).

*NOTE: Your school does not have visibility of the **Feedback** items that you record on the Capita Software Support Portal. Please do not use the **Feedback** facility to request changes to your account as your school will not receive your request.*

If you need help with your Third Party account password, please contact your account provider (Apple ID, Facebook, Google, Microsoft (including Office 365) or Twitter).