



Parent App - Parental Setup & Guidance Notes

An email will be sent to you by school, inviting you to become a SIMS Parent App Lite user.

You will receive a registration email from noreply@sims.co.uk containing a unique invitation code.

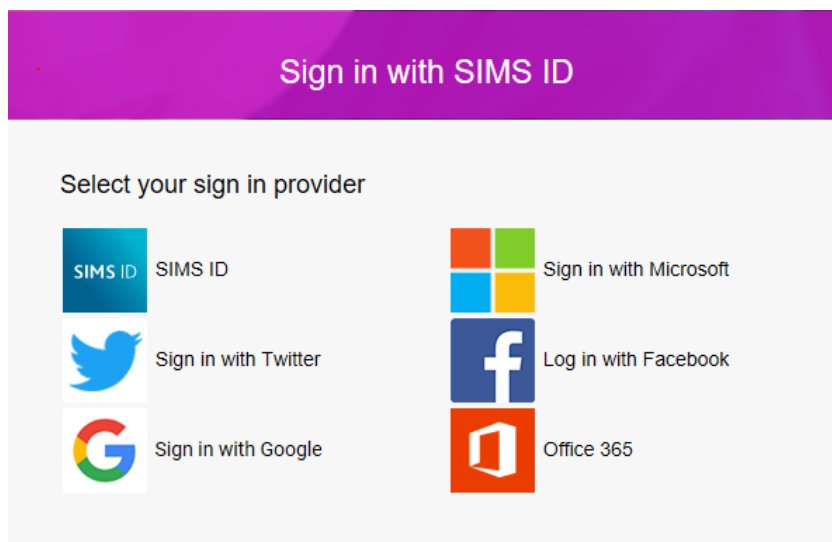
If you have not yet received a registration email, please check your SPAM or JUNK folder. You don't need to make a copy of the code as it will be entered for you. If you still have no email please contact school so that we can check your email address is correct on our systems.

Open the email and click the link as instructed.

A new Internet browser window will open and you will be asked to Sign in.

Select an existing account of your choice with which you would like to register.

Currently, the options below are available to sign in. If you use a BT or Yahoo email for example, you will need to use another account type from the list below to sign in.



Having entered the username and password for the chosen account (above) which you are using to sign in you will see the following SIMS Registration Form:

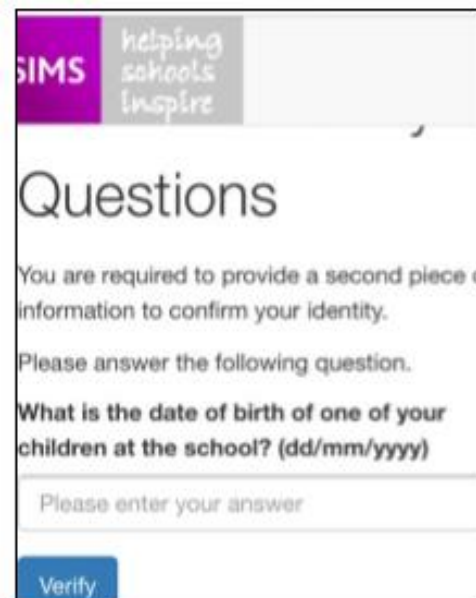


The screenshot shows a web browser window with the URL 'id.sims.co.uk'. The SIMS logo is in the top left, with the tagline 'helping schools inspire'. Below the logo, there is a prompt: 'Please enter the code below and tap or click Register.' The form contains three main sections: 'Name' with a text input field containing 'Joe Bloggs' and a '(not you?)' link below it; 'Signed in with' with a dropdown menu showing 'Microsoft'; and 'Invitation Code' with a text input field containing 'vtxque0jzhezEekaxYAGqj0kDcoxfwx65'. A blue 'Register' button is positioned at the bottom left of the form.

The form should fill itself in with your name, chosen sign in account and Invitation Code. **Select REGISTER.**

You will then be asked for the date of birth of one of your children at the school, in the form DD/MM/YYYY (e.g. 07/09/1977).

You may be asked for your own date of birth, but **please use the data of birth of one of your children:**



The screenshot shows a page titled 'Questions' with the SIMS logo at the top. The text reads: 'You are required to provide a second piece of information to confirm your identity. Please answer the following question. What is the date of birth of one of your children at the school? (dd/mm/yyyy)'. Below the question is a text input field with the placeholder 'Please enter your answer'. A blue 'Verify' button is at the bottom left.

You have now registered for SIMS Parent Lite. You can download the app from the Google Play or Apple App store by searching for **Sims Parent**.

What Next?

Once you have downloaded SIMS Parent, you will be asked to sign in using your chosen log-in account details.

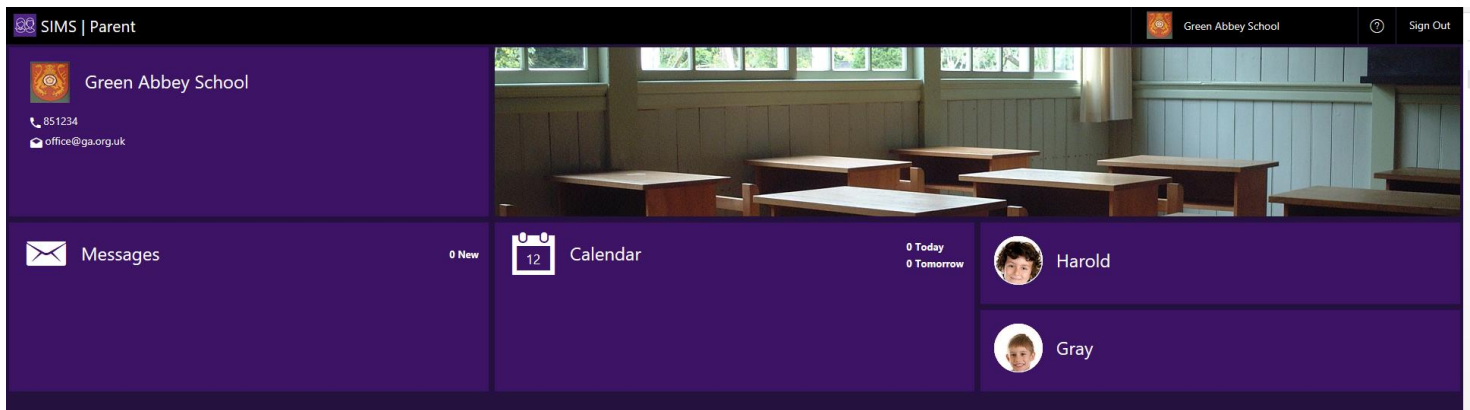
Once you have registered you can also use **www.sims-parent.co.uk** from any web browser.

Navigating the App and making amendments to student and contact information

Once you have logged into the app from the homepage you can select which of your children you would like to see details for by clicking on their photograph.

You will only ever see information on your own children or information on children that live with you and it is recorded that you have parental responsibility for.

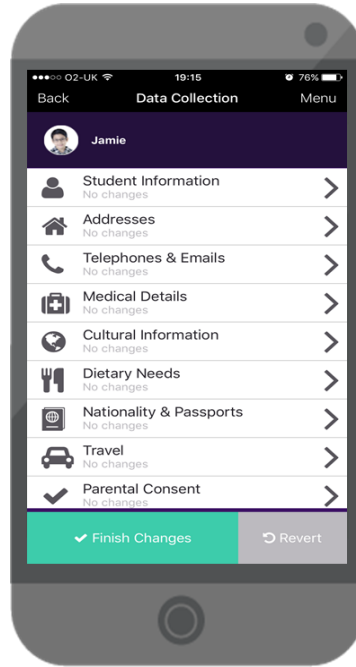
Key school dates can be viewed in the Calendar.



The Data Collection option is used to notify the school of any changes in your or your child's details. Please use this to tell us if anything changes. This means we can keep our records up to date and be able to contact you when needed.

How to inform school of changes using the App

Click the Data Collection button to open the Data Collection Menu.



From here you can scroll up and down the menu. Each section will provide a further menu or drop-down giving details of the information stored. Some of this information is mandatory:

Data Collection is pending review and is in Read-Only mode. Any changes you may have made will not be reflected here until approved at the school.		Medical Practices Read-Only	Medical Conditions	
Student Information Read-Only	Medical Conditions Read-Only	A.D.H.D.	<input type="checkbox"/>	
Addresses Read-Only	Disabilities Read-Only	Anaphylaxis	<input type="checkbox"/>	
Telephones & Emails Read-Only		Arthritis	<input type="checkbox"/>	
Medical Details Read-Only		Asthma	<input type="checkbox"/>	
Cultural Information Read-Only		Chronic Fatigue Syndrome	<input type="checkbox"/>	
Dietary Needs Read-Only		Diabetes	<input type="checkbox"/>	
Nationality & Passports Read-Only		Eczema	<input type="checkbox"/>	
Travel Read-Only		Epilepsy	<input type="checkbox"/>	
Parental Consent Read-Only		Hayfever	<input type="checkbox"/>	
Contacts		Multiple Sclerosis	<input type="checkbox"/>	
Anita Abell Read-Only		Myalgic Encephalopathy	<input type="checkbox"/>	
James Abell Read-Only		None	<input type="checkbox"/>	
Confirm No Changes	Revert		Save	
			Osteoporosis	<input type="checkbox"/>
			Post Viral Fatigue Syndrome	<input type="checkbox"/>

Make amendments as needed and then click **Save**.

After each section **you must save using the green button**. If you move onto the next section without saving all your changes will be lost.

Once all changes have been made and submitted via the app you will notice a green padlock in the Data Collection box.

This means you will not be able to make any further changes until the submitted changes have been approved at the school.

