



To setup SIMS Parent you will need the following:

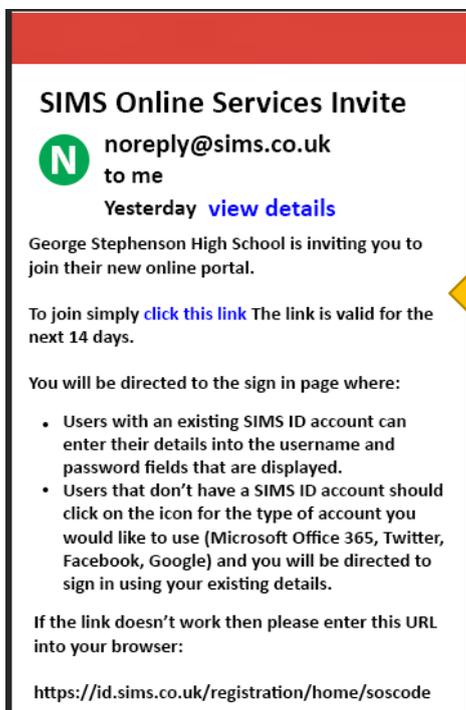
- An email from **SIMS** with an activation code (once you have provided your email address to the school.)
- Access to a computer or mobile device with an internet connection.

Please ensure your mobile device, tablet or computer is password protected to keep the data of your child secure.

STEP 1

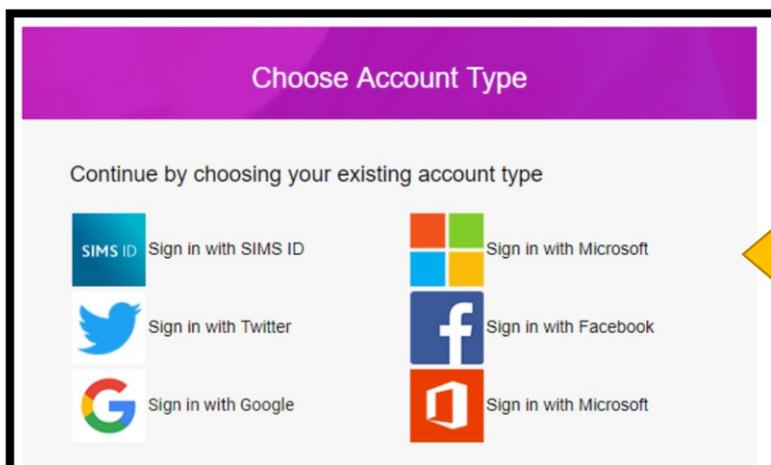
Once you have returned the form with your email address to the school, within a few days you will receive an activation email from **SIMS Online Services** similar to the one shown below.

The email will ask you to click on a link to join.



Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 14 days if it is not used. Please contact the school if you require a replacement after this date.

STEP 2



When you chose join, you will then be asked to choose the **Account Type** that you would like to register with. It is entirely up to you which account you use.

You don't need to create a new account if you already have one, you simply just login with an existing account (for example you can log in with your existing Google account.)

Please keep your login and password secure.

STEP 3

Registration

You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service.

Please enter the code below and tap or click Register.

Name

(not you?)

Signed in with

Invitation Code

Register

Ensure your name and sign in method is correct and select **Register**

Your **Invitation Code** should already be filled in for you.

STEP 4

Registration - Answer Security Questions

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)

Please enter your answer

Verify

You will be asked to type in your child's date of birth as an extra security measure.

Click **Verify** and please give the process a few minutes to complete. This can take a little while.

STEP 5

You are now registered and logged into **SIMS Parent**.

You can log into SIMS Parent from any computer/device by visiting <https://www.sims-parent.co.uk>

Below is a screenshot showing you all the relevant information for your child on **SIMS Parent**.

The screenshot shows the SIMS Parent app dashboard. The top bar includes 'App Store', '4G', '14:20', and '90%' battery. The dashboard has a 'Back' button, 'Dashboard' title, and 'Menu' button. The main content is divided into six tiles: 'Attendance' (100% this term, 6/6 this week), 'Conduct' (Achievements: 2, 0 this week; Behaviour: No incidents this year), 'Homework' (2 pieces set, 2 overdue), 'Timetable' (calendar icon), 'Reports' (empty tile), and 'Data Collection' (clipboard icon). Yellow arrows point from descriptive text to each tile.

Attendance shows live student attendance so you can check your child's attendance in lessons.

Conduct shows Behaviour incidents and Achievements (such as Hero Cards etc.)

Homework shows any Home Learning currently assigned to your child.

Timetable is your child's Timetable.

Reports is something we are looking to introduce in the future.

Data Collection allows you to update your contact details and other information.

Please note if you have more than one child in the school, you do not have to register twice, when you log into **SIMS Parent**, you simply choose which child you want to view.

Setting up the SIMS Parent App on a mobile device

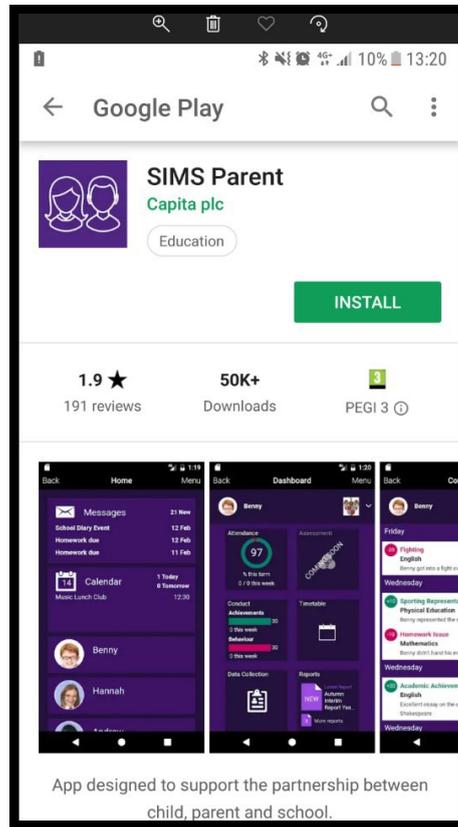
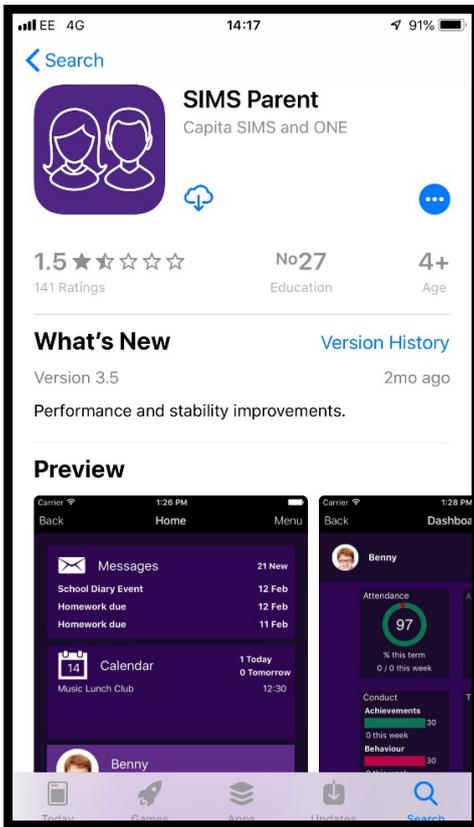
Once you are registered, you can choose to install the **SIMS Parent App** and use this instead of the website.

We recommend you use the mobile app as the preferred way to access SIMS Parent.

Both the Apple and Android versions of the apps are very similar. In the example on the following page, we will show you how to install **SIMS Parent App** on an **Apple iPhone**.

On the Apple **App Store**, find and install the free **SIMS Parent App**.

The next page shows how the app in the **Apple App Store** and the **Android Google Play Store** looks like when you go to install it.



Once installed, this is the first screen that you will see on the app.



Choose **Yes, Sign In** and you will be asked to sign into **SIMS Parent**, which you have already set up during registration in **Step 2** in this guide.

You can now use the app instead of the website (you can still obviously use both if you wish.)

If you have an issues accessing **SIMS Parent**, please email [simsparent@gshs.org.uk](mailto:simpsparent@gshs.org.uk)