



SIMS Parent app - Getting Started

The SIMS Parent app is a new accessible and convenient solution for schools to communicate with parents on many aspects of school life. The app uses a secure single sign-on function which is chosen and managed by the parent.

KEY FEATURES

School Details - Displays the school address and logo, a parent can tap on:

- the phone number to call the school
- the email address to email the school
- the URL to open the school website

Messages - System generated notifications are shown.

Calendar - Populated with term dates and training days

My Children - Displaying the children and links to their individual dashboard. A parent can move between children via the drop down. If the children are from multiple schools, the school logo will be displayed next to the child's photo and name.



Timetable - Gives a quick and simple drill through to the child's timetable. If your child is absent from school, you can see the lessons they will have missed.

Reports - Termly curriculum summaries and pupil reports will be published and made available for the parent to view at their convenience.

Attendance - Displays morning & afternoon attendance and percentage for the term.

Data Collection - Allows a parent who lives with the pupil to simply and easily request an amendment to any information for their child or themselves. This helps ensure that the school complies with the GDPR regulations and avoids the printing of sensitive data onto forms which can be misplaced between home and school. The amendment request is written back to the school administrator to approve before making the change permanent. Parents can also give their permission for various Parental Consents required by the school.





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How Do I Register?

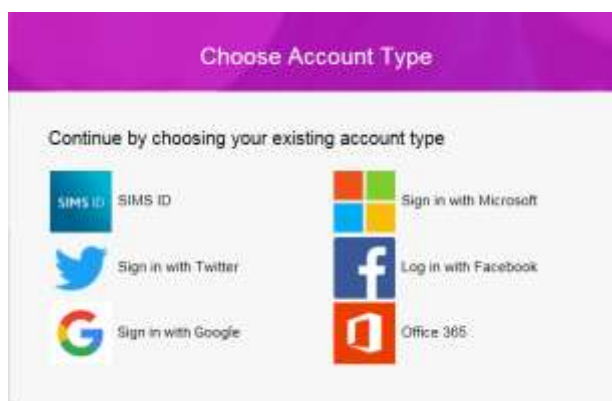
NB: Please be aware that you will be asked whether you would like to register with SIMS Options and SIMS Activities. Currently, we are only offering **SIMS Parent** so please ensure you click on the Parent option.

1. You will receive an invitation email from **noreply@sims.co.uk** containing a unique registration code to activate your SIMS Parent app. The link is valid for 14 days so it is important that you set up your account as soon as possible. **If you do not receive a registration email, please check your SPAM/JUNK folder before contacting the school.**
2. Click on the link shown in the email to be directed to the **Sign In** page.

IMPORTANT NOTE: To sign in to the SIMS Parent app, you will need to have an existing account for one of the following: **Microsoft, Office 365, Google, Facebook or Twitter.**

3. Click one of the icons to select the type of third party account you want to sign in with. You will be directed to the sign in page and asked to enter your login information i.e. if you select Facebook, you will need to enter your existing Facebook username and password.

Parents must not attempt to register using the SIMS ID option as this is for use by the school staff only.



4. You will be asked to confirm identity by entering the Date of Birth of your child; this must be entered in the same format as the example shown on screen.
5. You will be asked to confirm your name, email and the invitation code given in the original email. If the details are all correct, click on **'Verify'** and the SIMS Parent app will be loaded in the web browser.
6. After this process has been successfully completed you can download the SIMS Parent app (Capita) from Google Play Store for android devices or from the iOS Apple App Store for iOS phones or iPads.
7. The app is meant for portable devices but if you want to access via a computer you can go through your browser at <https://www.sims-parent.co.uk> and log in using the same details that you registered with.



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Submitting Data Collection – For parents living at the same address as the pupil

After logging on to the SIMS Parent app please check and submit the Data Collection return for your child/children. The Parental Consent section requires authorisation to be given for Medications, Publishing Photo & Video and Visits.

1. Select **Data Collection**
2. Select **Parental Consent**
3. You will be presented with either tick boxes or slider buttons for each consent – **Tick or Turn on** the individual options that you wish to give your consent for.
4. Go to the bottom of the page and click on **SAVE**.
5. Click on **Finish changes** – you will see a message to indicate the changes are pending.
6. Finally **Submit** the changes.
7. You can follow the same procedure to check and amend the other areas of the Data Collection for example: Addresses, Telephone & Emails and Medical Details etc.
8. The amendments you make will be written back to the school administrator who will check and approve them before making the change permanent. You will then receive a message to indicate the changes have been made.

Why Can't I Register?

1. If you try to enter your third party log on details (Microsoft, Office 365, Google, Facebook or Twitter) in the SIMS ID Username and Password fields, the following error will be displayed.



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2. Check that you are not already logged into a third party account when you try to register. If you are already logged in, please log out of any accounts and try again.
3. If you have forgotten your password, please contact your third party account provider, e.g. Microsoft, Office 365, Google, Facebook or Twitter and request a new password.
4. If you have forgotten which account you used to log on with please contact Shrewsbury High School to request a new invitation on 01743 494 000 or via enquiries@shr.gdst.net.
5. If the registration email from noreply@sims.co.uk has expired, please contact Shrewsbury High School to request a new invitation on 01743 494 000 or via enquiries@shr.gdst.net.