

SIMS Parent App

Quick Start Parent User Guide

- We are delighted to introduce SIMs Parent App in order to enhance our communication with you in relation to your child's progress in school.
- Please return consent via the Form link sent by text, and you will receive an invite via email.
- Read the instructions contained within this document to help with the installation.



What is the SIMS Parent App?



What will you find in the SIMS Parent App:

- School term, inset dates and contact details available at the click of a button
- Access to electronically update your contact details, for up-to-date emergency information
- Important push messages from school, including event reminders and newsletters
- Information about your child's attendance, assessment and school clubs
- Homework, Options Online and SIMS Pay, should your school subscribe to these options

The SIMS Parent App is an on-demand app, which can either be downloaded to an Android or Apple phone, or accessed via a website. There is no charge for accessing the Parent App.

Please read through this Quick Start guide in full, before proceeding.

What do I need to register for the SIMS Parent App?

Before beginning the registration process, you will need the following:

- ❑ Your unique registration email. Your school will send to you a registration email that contains a registration link and an invitation code. This email will be sent from Capita SIMS (**noreply@sims.co.uk**). If you cannot find this email, please check your junk mail and ensure it has not been marked as spam/junk.
- ❑ The date of birth of one of your children who attends the school.
- ❑ Either a Microsoft (including Office 365), Google, Facebook, Twitter or SIMS ID account. You can use an existing account (e.g. a Hotmail account) or create a new one online - they are free and easy to set up and you can use any valid email address and password.

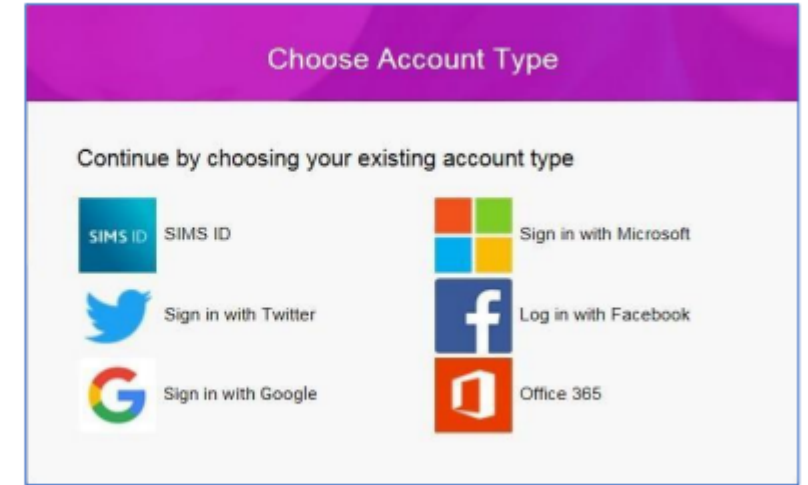
How do I register for the SIMS Parent App (1/2)?

Open your unique registration email and click the link as instructed. A new internet window will open and you will be asked to log in.

User should register with either a Microsoft (including Office 365), Google, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details (i.e. your username and password for that existing account).

IMPORTANT NOTE: Before completing the registration process, you should be signed out from the chosen account you're planning on using to register with e.g. Facebook. Alternatively, the registration process should be carried out in a private browser window.

You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Parent to use your account.



How do I register for the SIMS Parent App (2/2)?

You will now be asked for an invitation code. If you were able to click the link in the email you received, 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.

Enter the Date of Birth of one of your children attending the school (not your date of birth). This is for security purposes only and this information will not be used in the SIMS Parent system. Click the **Register** button to continue.

NOTE: Users with multiple roles 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 should not register as both. Once registered, all of the relevant parent and teacher information will be available.



The screenshot shows the 'Registration - Answer Security Questions' screen of the SIMS Parent App. At the top left is the SIMS logo with the tagline 'helping schools flourish'. The main heading is 'Registration - Answer Security Questions'. Below this, a message states: 'You are required to provide a second piece of information to confirm your identity. Please answer the following question.' The question is 'What is the date of birth of one of your children at the school?'. There is a text input field with a calendar icon on the left. Below the input field is a blue 'Verify' button. At the bottom left, the copyright notice '© 2017 - Capita Children's Services' is visible.

How do I download the SIMS Parent App?

The SIMS Parent app can be downloaded for free from the Apple Store (iOS) or the Play Store (Android).

- Open the Play Store or Apple Store on your device.
- Using the Search facility, enter **SIMS Parent**.
- Select **SIMS Parent** by **Capita Plc** from the search results.
- Tap **INSTALL** to download the app.

Once the app has downloaded successfully, tap **Open** to register and start using the app.

Please allow any notifications, if prompted to do so.



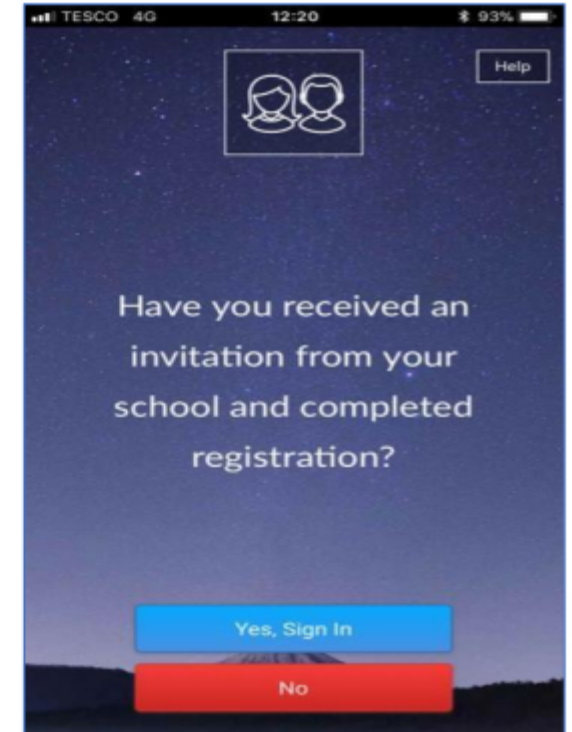
How do I sign in to the SIMS Parent App?

Click the icon for the relevant Third Party account that you registered with e.g. Google or Facebook. Enter your **Sign in** details.

I don't have a smart phone, how can I access the SIMS Parent App?

If you have access to a tablet device, laptop, desktop computer you can sign in via the following website <https://www.sims-parent.co.uk>, selecting the icon for the relevant Third Party account that you previously registered with.

Ensure that you sign out of the Parent App website after use, if you are using a shared computer or a computer at a public library or internet café.



Data Collection Sheet View

TESCO 4G 12:27 90%

Back Dashboard Menu

Samantha

Attendance

Conduct

Achievements

None this year

Behaviour

0 this week

2

Timetable

Data Collection

TESCO 4G 12:27 90%

Back Data Collection Menu

Samantha

Student Information

No changes

Addresses

No changes

Telephones & Emails

No changes

Medical Details

No changes

Cultural Information

No changes

Dietary Needs

No changes

Nationality & Passports

No changes

Travel

No changes

Parental Consent

No changes

Confirm No Changes Revert

TESCO 4G 12:28 90%

Back Data Collection Menu

Samantha

Dietary Needs

No changes

Nationality & Passports

No changes

Travel

No changes

Parental Consent

No changes

Contacts

Jayne Acton

No changes

Robert Acton

No changes

+ Add Contact

Confirm No Changes Revert

TESCO 4G 12:33 89%

Back Contacts Menu

Jayne Acton

Contact Information

No changes

Addresses

No changes

Telephones & Emails

No changes

Back to Student Delete

TESCO 4G 12:33 89%

Back Contact Information Menu

Title

Mrs

Forename

Jayne

Middle Name

Surname

Acton

Gender

Female

Relationship

Mother

Parental Responsibility

Priority

1

Save

How to use the Data Collection Sheet feature (1/2)

Once you have signed into the SIMS Parent App or SIMS Parent website, you will be able to see your child(ren), tap on each child to go through to the options available, in this case Data Collection Sheet. You may also be able to see timetable, reports, homework, conduct, activities and SIMS Pay, depending on the set up of your school.

Click **Data Collection Sheet** to view the data which your school has requested you to add/update. The first **Addresses** and **Telephone & Emails** section that you are able to see, underneath your child's name are their contact details, not your contact details.

If you wish to amend the emergency contacts, including your own, scroll down the page, and you will see a **Contacts** section. If you can only see yourself under the **Contacts** section, this is a school setting for security purposes. You will need to contact the school to update other contacts' details.

How to use the Data Collection Sheet feature (2/2)

If, once you have reviewed the data, there are no changes, please ensure that you tap/click the **Confirm No Changes** button. If you have made any changes, please make sure you tap/click all of the following buttons to ensure that changes are submitted back to the school:

- **Save**
- **Back to Student**
- **Finish Changes**
- **Submit Changes**

Once the school has reviewed your changes, you will receive a message within the SIMS Parent App Messages section to confirm that they have been approved.

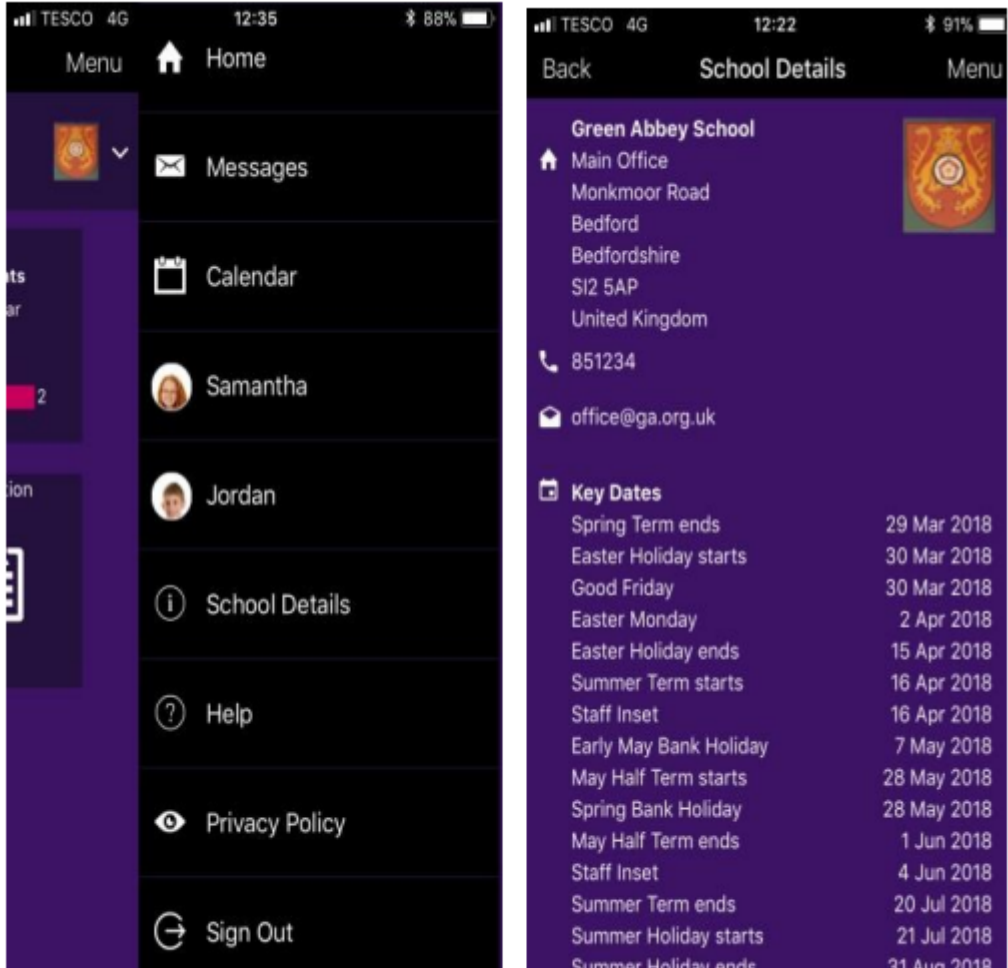
If you have submitted changes, but have not yet had them approved, the Data Collection Sheet will show with a Padlock icon, which means no further changes can be made until the school has approved the last submission. Once they have approved the previous changes, the Padlock icon will disappear.

Accessing the School Details screen

On the right hand top corner of the screen, there is a **Menu** option. If you tap/click on **Menu**, a list of options will be presented. If you tap on **School Details**, you will be presented with the Address and Contact Details of the school, as well as useful Term Dates for the current Academic Year, including any planned Inset Days.

Accessing the Messages/School Calendar screens

To access the messages or school calendar screen, click the relevant icon from the menu. **Messages** and **Calendar** events can be filtered by child or by category, by clicking the **Filter** option.



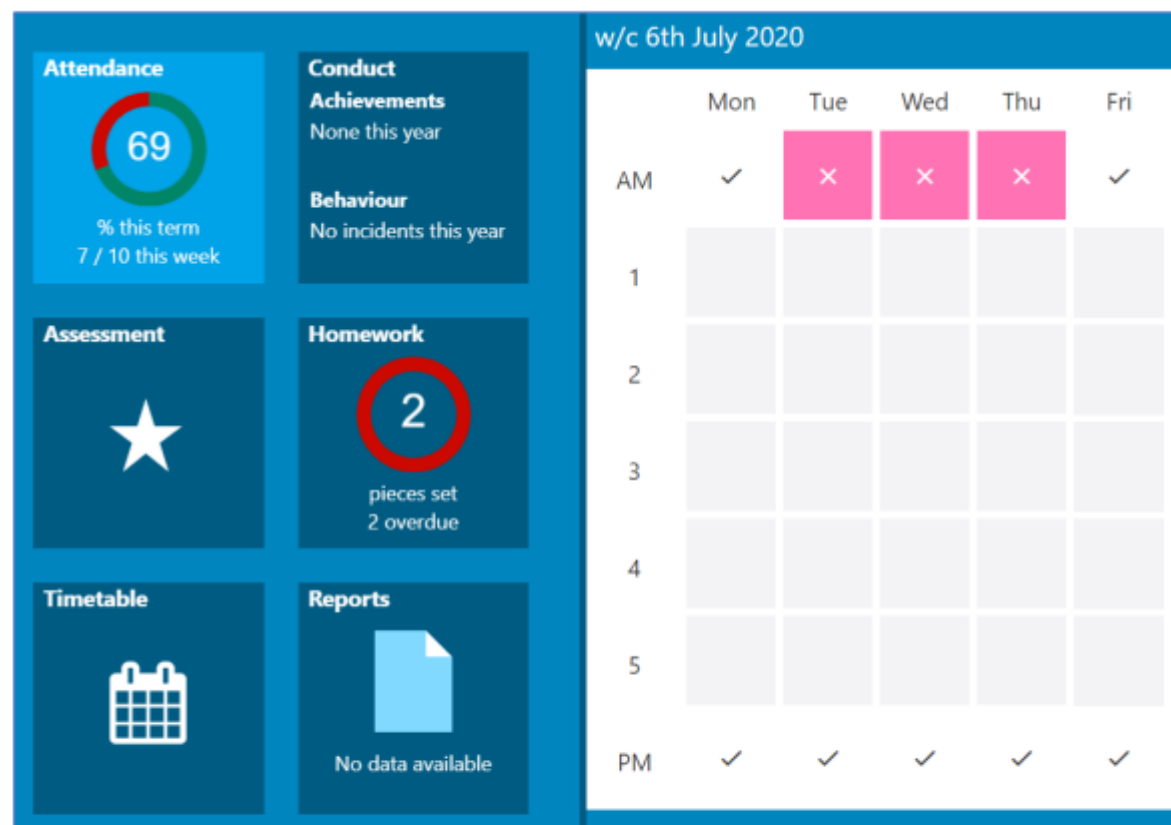
Accessing Attendance

The attendance widget offers parents a quick view of attendance for the current term (not year).

Clicking on the widget opens up the detailed attendance box, which allows parents to see if their child has been marked in for a session and/or lesson (depending on your child's school setup).

Accessing Assessment / Homework / Conduct / Timetable / Reports / Activities

Clicking on relevant widgets offers more information, depending on school setup. Some widgets may appear as the school year progresses.



Troubleshooting – Accessing the App

What devices can I use to access SIMS Parent?

SIMS Parent can be accessed via any desktop PC or laptop. The SIMS Parent app can be accessed on Apple or Android devices. SIMS Parent supports Android version 4.4 and above, and IOS version 8 and above.

How do I download the app?

The SIMS Parent app can be downloaded for free from the Apple Store or the Play Store.

How do I log in for the first time?

Full instructions for registering a SIMS Parent account can be found in this guide.

I can't find my account registration email. What should I do?

If you cannot find the account registration email, please check your junk mail and ensure it has not been marked as SPAM. If you still have not received your account registration email, please contact your school directly. Registration emails expire after a certain time, so you may need to request a new registration email if yours has expired.

Troubleshooting - Logging In

How do I log in?

You will have received an email invitation from your school directing you to complete the registration process for SIMS Parent. Parents can access the SIMS Parent website by going to <https://www.sims-parent.co.uk> or via the SIMS Parent app. Once the SIMS Parent app is downloaded onto a mobile device, a purple SIMS Parent icon will be available on the device menu that will take you directly to the app.

I can't remember my password. What should I do?

Visit the website of your account provider (i.e. Microsoft, Google, Facebook or Twitter) and follow their instructions for resetting your password.

Do I need to register separately for each of my children of school age?

No. When you sign in to SIMS Parent, events and information for all of your children attending this school will be displayed in one place. It is possible for parents to use the same login details to register with multiple SIMS Parent schools. This will allow users to change school once inside SIMS Parent from a drop-down menu located on the school name in the top right-hand corner of the page. This means only one app for all children.

Troubleshooting – Using the App

Why can't I access the SIMS Parent site? Why does the page not load correctly?

Ensure your internet browsers are up-to-date. If your internet browser is up-to-date and you are still experiencing problems, please contact your school directly for assistance.

I have signed into SIMS Parent before but I can't sign in now. What should I do?

Ensure you are logged in with the correct account (i.e. the account you used during the SIMS Parent registration process). To sign out of an incorrect account, visit the account provider's website (e.g. Google, Facebook, etc.) and sign out. Close the browser completely. Open a new browser window and log in to SIMS Parent, using the account details you used during the registration process. If you still cannot sign in to SIMS Parent having followed the advice in this section, please contact your school directly for assistance.

I have signed into SIMS Parent but I can't see any data/all of my children . What should I do?

If you cannot see any data or all of your children, please contact your school directly for assistance.

Troubleshooting – Data Collection Sheets

Why can't I open the Data Collection Sheet for my child?

If the Data Collection Sheet is not visible from SIMS Parent for your child, you may not meet the criteria required for submitting changes to your child's account. Currently a registered child contact must have parental responsibility, be priority 1 or 2 without a no-contact court order in place. Some schools may also opt in to the contact having to live at the same address as the child. Contact your school directly for assistance.

There is a padlock icon on the Data Collection Sheet area, what does this mean?

If you can see the Data Collection Sheet but it is locked (a padlock icon will be displayed), the Data Collection Sheet has been previously submitted and is waiting for a school administrator to authorise and apply the changes. Once the changes have been applied, the Data Collection Sheet will become available again.

I can only see my own contact details and none of my child other contacts?

This is a school setting. Please contact the school directly to amend other contacts' details.

Any questions?



Please contact your child's school directly for any queries relating to the SIMS Parent App.

Should changes need to be made to the school's SIMS database, these will reflect in the Parent App after the hourly synchronisation process, but it is worth waiting overnight if the changes have not yet updated.