SIMS PARENT APP GUIDE

A GUIDE TO SETTING UP AND USING SIMS PARENT APP

The SIMS Parent app, supports GDPR data accuracy by collecting the most up-to-date data on pupils and parents. The app enables the school to send notifications to parents on various topics from school event, school clubs, dinner money, student attendance and even that their contact details have been, as well supporting the safe transfer of any data and the upkeep of what is collected. This app will enable the school reduce the amount of paper resources the school used to send out.

Before you can use SIMS Parent App, you will need to register.

1. You will receive an email from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, then please check your junk folder and ensure that it has not been marked as SPAM. The email will contain **a unique registration code** and link to enable you to register.

a. You will need to have the date of birth of one of your children who attends Warstones Primary School.

b. You will need to set up either a Microsoft, Google, Facebook or Twitter 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.

2. Open the email and click the link or the website URL as instructed. A new internet browser window will open and you will be asked to login.

3. **Only members of staff of the school can use the SIMS ID option please DO NOT select this option.** Click the relevant icon for the third party account that you previously used to register for Sims Pay and you will be directed to sign in using your existing details. You will be guided through the login process. Once logged in, you will be asked it you want to authorise SIMS Parent to use your account.

4. You will now be asked to enter your **Invitation Code**. If you were able to use the click this link in the email then the code field will automatically be populated, if not then use copy and paste to take the code from your original email.

5. Enter the **data of birth** of your child who attends the school. This is for security purposes only and this information will not be used in the SIMS Parent system.

6. Click the **Register** button to continue.

Once the registration process is complete then you can sign in via: www.sims-parent.co.uk or by searching Sims Parent and downloading the App for iOS and Android devices in the app store.
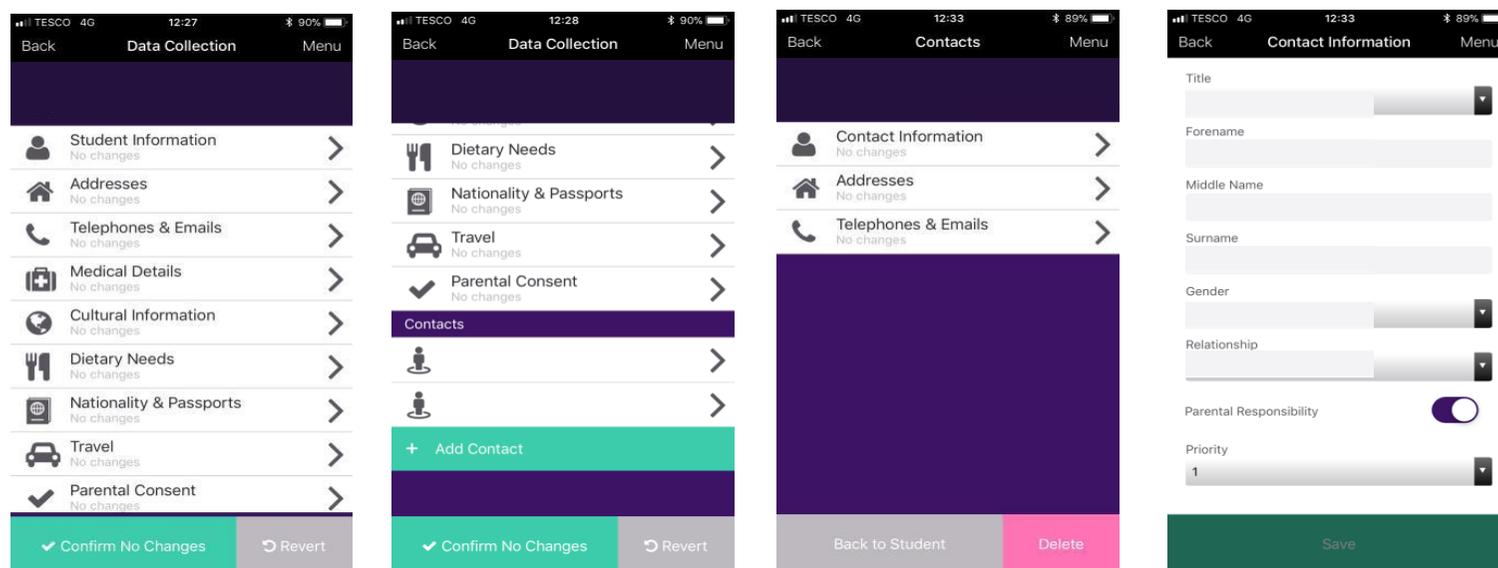
How to use the Data Collection Sheet feature to maintain up to date student Information

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.

Tap (or click if you are using a computer/laptop) on the **Data Collection Sheet** to view the data which your school has requested you to add/update. Please note that they may vary from the example below, as schools are able to configure the app themselves.

IMPORTANT NOTE: The first **Addresses** and **Telephone & Emails** section you are able to see, underneath your child's name are **their** contact details, **not** your contact details. **Please DO NOT add an email address for your child here**.

If you wish to amend the emergency contacts, including your own, scroll down the page, and you will see a **Contacts** section.

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 the **Save** button followed by the **Finish Changes** button to ensure the changes are submitted back to the school.   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.

How to access 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.

Frequently Asked Questions (FAQ's)

Question	Answer
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 (kitkat) 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. Please refer to the guide above.
How do I log in for the first time?	Full instructions for registering a SIMS Parent account can be found in the guide above.
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 to check whether they have sent the email to the correct email address.
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, an icon will be available on the device menu that will take you directly to the app. Registration for SIMS Parent is completed via the SIMS ID website, where you can select the account provider you wish to register and sign in with.
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 attending this school?	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.