



SIMS PARENT LITE APP PARENT SET UP GUIDE

In order to support compliance with the General Data Protection Regulation (GDPR), the school will be using SIMS Parent Lite to collect, manage and handle key information about your child by obtaining accurate data securely from you.

For information about the Privacy of SIMS Parent please click here
<https://www.simsparent.co.uk/#/privacy>

The SIMS Parent Lite app provides a convenient and accessible solution for parents and carers to electronically review and request changes to the data held on them and their children via smartphone, tablet, or PC anytime, anywhere. You will be able to provide additional information on crucial details such as medical information or dietary requirements.

When a change request is submitted by you, automatic emails are sent to the school office. Administrators are able to view previous requests and details of any action taken via the audit trail within SIMS.

From time to time, we will send notifications to remind you to update your child's details, eliminating paper-based data collection and manual errors.

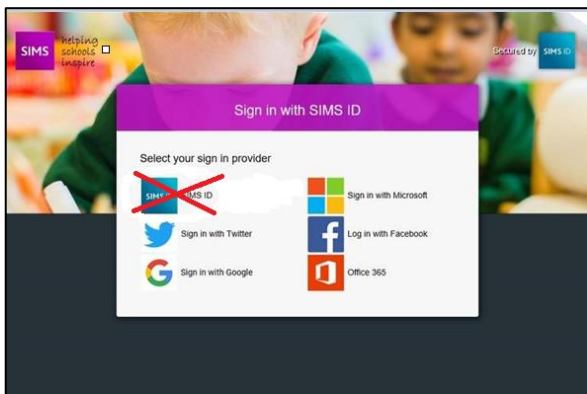
To Access SIMS Parent Lite

Usernames and passwords are not issued directly by the school but are managed by the school administrators through the SIMS management system.

Step 1. You will receive an email invite from noreply@sims.co.uk

Step 2. Select 'Accept Invitation'. You have 90 days to do this!

Step 3. Select the account type you want to register with....



You can use your existing personal Facebook, Twitter, Google or Microsoft Account credentials to log into the SIMS Parent Lite App as pictured below.

DO NOT USE SIMS ID

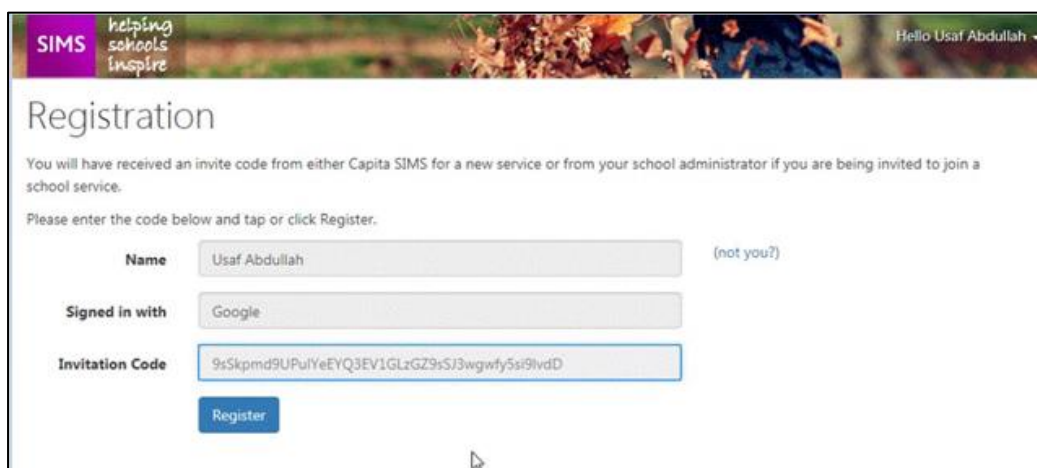
If you do not have any of the above then please find below links to create a free Google or Microsoft Account:

Creating a Google Account Instructions for how to set up a Google Account are available directly from Google (<https://support.google.com/accounts/answer/27441?hl=en>).

Creating a Microsoft Account Instructions for how to set up a Microsoft Account are available directly from Microsoft (<http://windows.microsoft.com/en-GB/windows-live/sign-up-createaccount-how>).

Step 4. Log in with your preferred account using your own log in details.

Step 5. Registration! The following page will appear:



The screenshot shows the SIMS Registration page. At the top left is the SIMS logo with the tagline 'helping schools inspire'. At the top right, it says 'Hello Usaf Abdullah'. The main heading is 'Registration'. Below this, there is a message: '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.' The form has three input fields: 'Name' with the value 'Usaf Abdullah' and a '(not you?)' link; 'Signed in with' with the value 'Google'; and 'Invitation Code' with the value '9sSkpmd9UPuIYeEYQ3EV1GLzGZ9sSJ3wgwfy5si9lvdD'. A blue 'Register' button is located below the Invitation Code field.

The invitation code field will be populated automatically.

Step 6. Security question – please enter the date of birth of one of your children.

Step 7. Wait for about 30 seconds while your account is created.



The screenshot shows the SIMS Registration - Account Creation page. At the top left is the SIMS logo with the tagline 'helping schools inspire'. At the top right, it says 'Hello Usaf Abdullah'. The main heading is 'Registration - Account Creation'. Below this, there is a message: 'Your account is being set up and configured. You will be automatically redirected when this process is complete...'. Below the message is a progress bar with the text 'Elapsed 33 seconds' and a green bar indicating progress.

Step 8. You are now registered to use SIMS Parent Lite which can be accessed from either www.sims-parent.co.uk on your PC or ipad or by downloading the SIMS Parent App from Google Play Store (Android) or Apple Store. To download the app; simply go to your app store and search for SIMS Parent.