Sims Parent Lite – A Parent's Guide

How do I register and use SIMS Parent App Lite?

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

1. Your unique registration email. Your school will send 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.

2. The date of birth of one of your children who attends the school.

3. 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, easy to set up and you can use any valid email address and password.

If you already use SIMs Pay to pay for your child's school trips etc you DO NOT need to register for Parent Lite – GO TO STEP TWO

Step One – Parent and Student Registration

1. The email invitation that you will receive will look something like this, please read the instructions on how to confirm registration, a link and code will be included.

CAPITA | SIMS helping schools inspire

Green Abbey school is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Parent App
- SIMS Activities

To join, simply **click this link**. The link is valid for the next 90 days.

You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365
- Twitter
- Facebook
- Google

If you do not have an account with any of the above providers, then you can create a Microsoft account here or a Google account here using your existing email address.

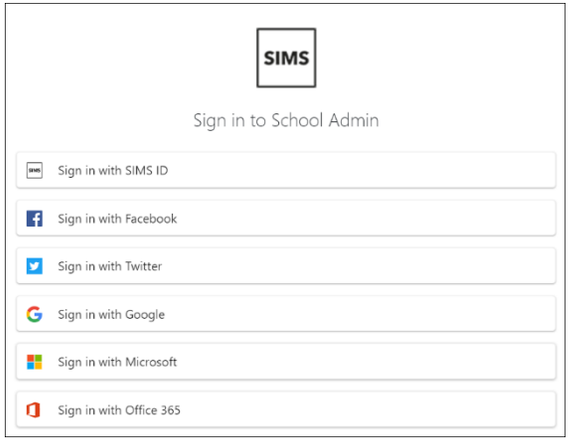
If you select SIMS ID to use SIMS Online Services, existing users can enter their details into the username and password fields that are displayed.

If the link doesn't work, please enter this URL into your browser:

https://id.sims.co.uk/registration/home/soscode

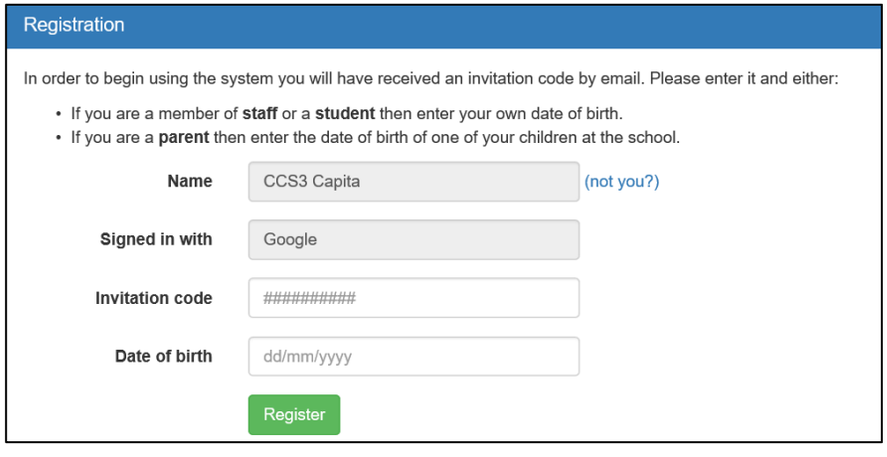
When prompted, please enter the following invitation code: **abcdefghijklmnopqr123456789**

2. Click the link within the email invitation sent by the school. A new browser window will open.
3. Under **Sign In With Account** select the appropriate platform for sign in, most users will not have a SIMS ID account so you will need to register with an email account such as Microsoft or Google.



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, Google. Alternatively, the registration process should be carried out in a private browser window

3. Enter your email address and then click **Next** or **Continue**.
4. Enter your associated password and click **Next** or **Continue**.
5. Enter the **Invitation code** supplied by the school (this field may already be populated) the **Date of Birth** of the student and click **Register**.



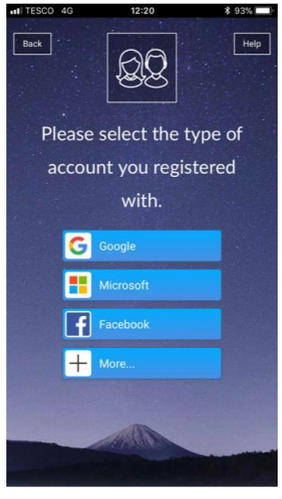
Step Two - How do I Download the SIMS Parent App?

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

1. Open the Play Store or Apple Store on your device.
2. Using the Search facility, enter **SIMS Parent**.
3. Select **SIMS Parent** by **Capita Plc** from the search results.
4. Tap **READ MORE** for more information or **INSTALL** to download the app.
5. Once the app has downloaded successfully, tap **Open** to register and start using the app.

How do I sign in to SIMS Parent App Lite?

Click the icon for the relevant Third Party account that you registered with e.g. Google. Enter your **Sign in** details.
(Parents must not attempt to register using SIMS ID. The SIMS ID option is for use by school staff only.)



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

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.

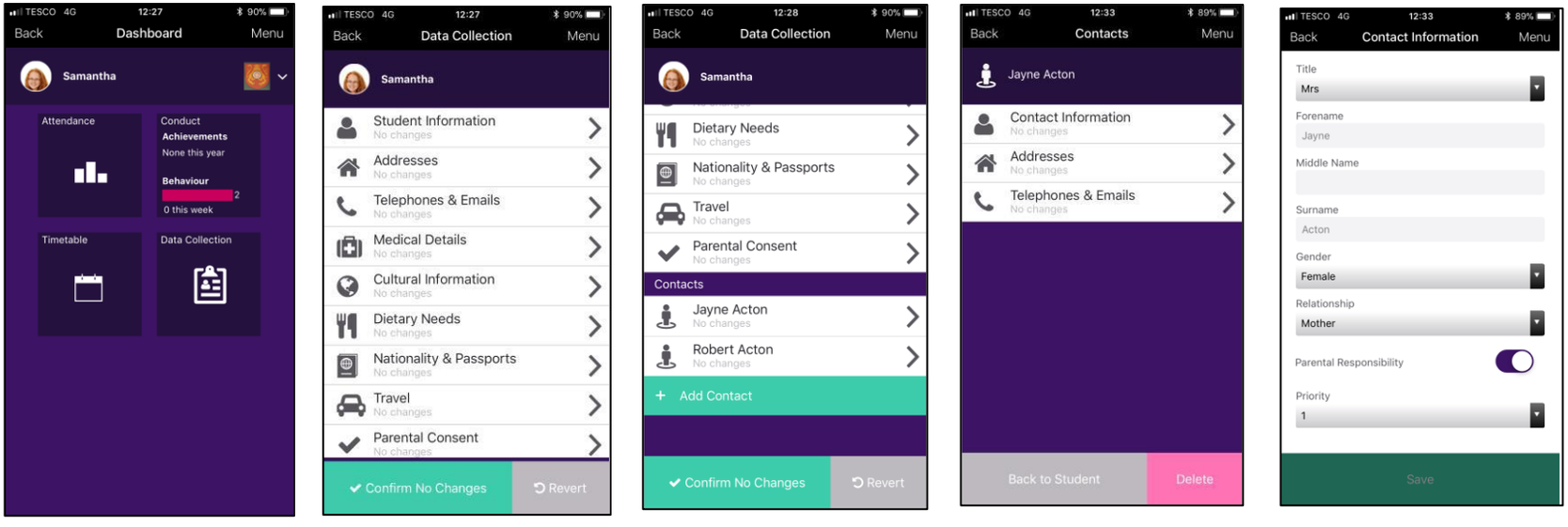
Step Three - How to use the Data Collection Sheet feature

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. (The other features shown in the example below, Attendance, Conduct, and Timetable etc. are only available if your school use the full SIMS Parent App.)

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.

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 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.