

SIMS Parent

There are **two steps** when signing up for SIMS Parent.

- 1) Firstly, you need to register, which associates the Invitation Code we send you to an account **that you already have and you know the password for**. It needs to be one of the following types: Microsoft (eg Hotmail), Office365, Google (eg Gmail), Facebook or Twitter. If you don't have one of these then you will have to set one up first.
- 2) Once Step 1 is successfully completed all future logons to SIMS Parent (either through the website or the App) are made using the account that you chose to use in Step 1 (eg Facebook, Hotmail, Google).

Step 1 - Registration:

Note: If using a mobile device for registration please ensure it is connected to WiFi

1. You will receive an email from SIMS Online Services. Note: this email will go to the email address that we have on record in college for you. This email has two key things:
 - A link to follow for the setup
 - An Invitation Code to use – valid for 14 days.

Note: this link and code is for registration only. Once registered you will log into SIMS Parent using your chosen account eg Facebook, Office 365, Hotmail



Thu 14/09/2017 11:41
noreply@sims.co.uk
City of Leicester College The - SIMS Online Services Invite

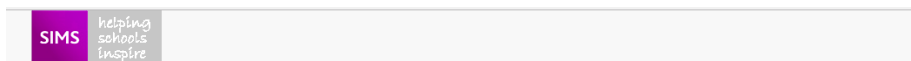
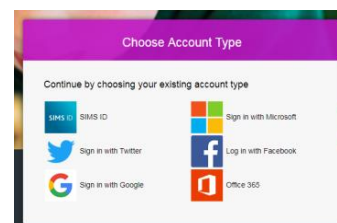
To: Lesley Bell
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You have been invited to join the SIMS Online Services for City of Leicester College The.

To join simply [click this link](#). The link is valid for 14 days from today.

If the link doesn't work then please enter this URL into your browser <https://id.sims.co.uk/registration/home/soscode> and use the invitation code: 8qbw6B4wKzwVkyG21sTNCOpESIC8o4tW94CNpWGCE45

2. Follow the link from the email.
3. Choose and log into one account type **that you already have** eg Facebook, Office365, Google (Gmail), Microsoft (for Hotmail). Log into this account using your normal password.
4. You will then be directed to the Registration screen – you should see your name, your account that you chose to use and the field to enter in the long 'Invitation Code' from the email. Note: the invitation code from your email should be automatically filled in, if no copy and paste from the email.



Registration

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.

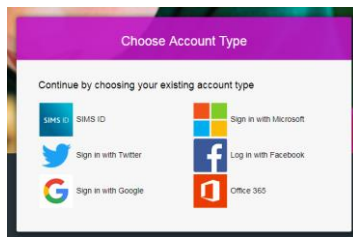
Name	<input type="text" value="Lesley Bell"/>	(not you?)
Signed in with	<input type="text" value="Microsoft"/>	
Invitation Code	<input type="text" value="Please enter your Invite code"/>	
	<input type="button" value="Register"/>	

5. You will be asked to confirm a birthdate **for one of your children you have in college**.
6. Once this is done you are now registered. **Once registered you access SIMS Parent from either the SIMS Parent App or the website: <https://www.sims-parent.co.uk>** using the account you chose to set it up with eg Facebook, Office365, Google (Gmail), Microsoft (for Hotmail) - **see Step 2**

Step 2 - Opening SIMS Parent - After registration:

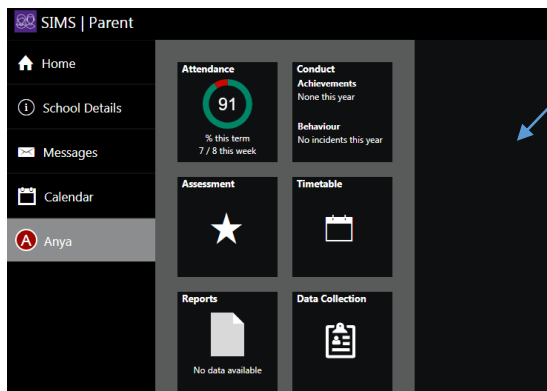
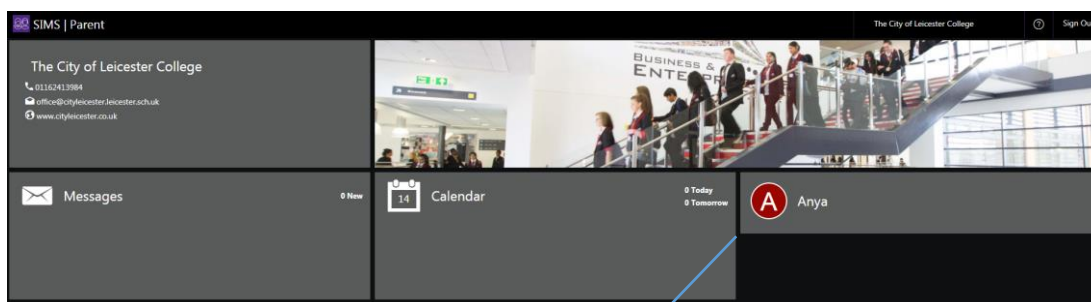
Once you have registered you then access SIMS Parent from either:

- 1) The website: <https://www.sims-parent.co.uk>



Remember to choose the account that you originally registered with in Step 1 eg Facebook, Hotmail, Gmail. Enter in your username and password for this account

The opening screen displays College information, Messages and School Calendar. You can then choose to look at your child's individual page. Note: if you have more than one child you will see each name available separately.

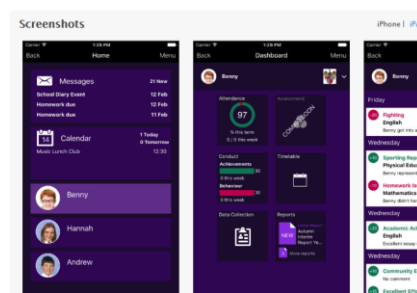
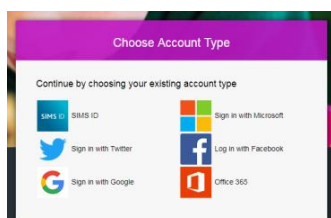


The SIMS Parent icon found in the Apple Store or Google Play

- 2) The **SIMS Parent App** which you will need to download to your mobile device from either the **Apple Store** or **Google Play**. Search for SIMS Parent and follow the download and registration instructions.



Once downloaded remember to choose the account that you registered with originally registered with in Step 1 eg Facebook, Hotmail, Gmail. Enter in your username and password for this account



Any problems:

- ❑ **Only able to see information on one child when you currently have more than one child at The City of Leicester College?**

Please contact SIMS Parent Management at the College:

email: lbell@cityleicester.leicester.sch.uk

- ❑ **'Today's Attendance' queries**

Please contact the Attendance/Welfare Support at the College:

phone: 0116 241 3984

email sloyd@cityleicester.leicester.sch.uk or awithers@cityleicester.leicester.sch.uk

- ❑ **'Historical Attendance' queries**

Please contact the Attendance/Welfare Support at the College:

email sloyd@cityleicester.leicester.sch.uk or awithers@cityleicester.leicester.sch.uk

- ❑ **Achievement or Behaviour queries**

Please contact your child's Head of Year.

- ❑ **College Report queries**

Please contact your child's Form Tutor.

- ❑ **Personal Information queries**

Please contact the Office:

Email: office@cityleicester.leicester.sch.uk

The most common problems using SIMS Parent reported so far and how to avoid them:

- Not having your device connected to WiFi during registration (Step 1). This first step requires a good connection to the internet.
- Entering in your own birthdate instead of one of your children at the college.
- After registration attempting to use the registration link and invitation code – You only register **once** using the registration link and invitation code. Once done you then log on using the account you chose to set up with eg Facebook, Hotmail, Gmail, Twitter etc.