



# SIMS PARENT APP

## PARENT GUIDE

If you have any queries regarding SIMS Parent App, please contact:  
[datateam@passmoresacademy.com](mailto:datateam@passmoresacademy.com)

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## SIMS Parent APP - Registering and Signing in

An email (shown below) from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) will be sent to your registered email address inviting you to join SIMS Online Services.

**Passmores Academy** is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Student
- SIMS Options
- 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.

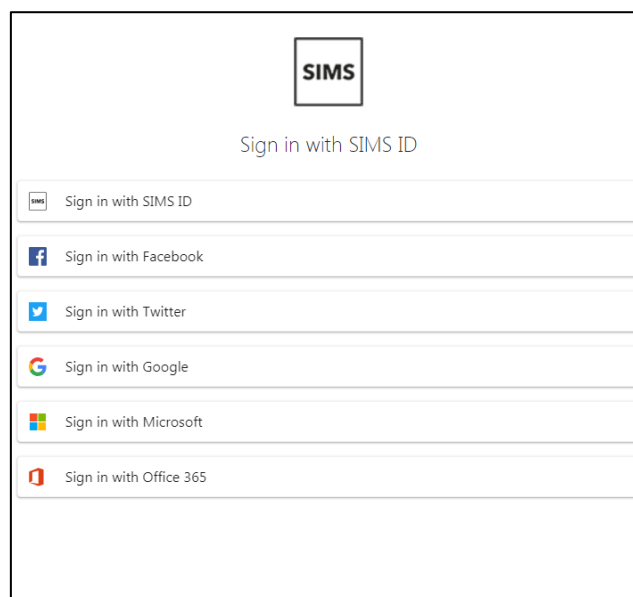
If you select SIMS ID to use SIMS Online Services, existing users can enter their details into the username and password fields that are displayed.

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: **DVKP2B4F83XHKFQDMG68R89RX4G3XQJ4R6988VH9WC9W**

You will need to click the 'Click this link' hyperlink that is highlighted in pink, once you have clicked the link you will be redirected to a page that asks you sign in using an existing Microsoft/Office, Twitter, Facebook or Google account. Please note that you **will not** be able to use SIMS ID as suggested in the email.



The screenshot shows a sign-in page for SIMS ID. At the top center is the SIMS logo. Below it, the text "Sign in with SIMS ID" is displayed. Underneath, there are six buttons, each with a small icon and the text "Sign in with [Provider]":

- Sign in with SIMS ID (with a SIMS icon)
- Sign in with Facebook (with a Facebook 'f' icon)
- Sign in with Twitter (with a Twitter bird icon)
- Sign in with Google (with a Google 'G' icon)
- Sign in with Microsoft (with a Microsoft Windows icon)
- Sign in with Office 365 (with an Office 365 icon)

Once you have entered the login credentials for your pre-existing account, you will be redirected to a registration page where you will be shown the name associated with your account, the account type and the invitation code from the email (this should automatically populate for you). You will then need click the 'register' button to continue.

**SIMS**

## Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.  
Please enter the code below and tap or click Register.

**Name**  [\(not you?\)](#)

**Signed in with**

**Invitation Code**

[Register](#)

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In order to confirm your identity, you will be asked to enter the date of birth of one of your children that attends the school, once you have entered the date of birth click 'Verify'.

## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

**What is your date of birth? (dd/mm/yyyy)**

[Verify](#)

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Your account will then begin to register, you will see a progress bar as your account is being created.

## Registration - Account Creation

Your account is being set up and configured. You will be automatically redirected when this process is complete...

Elapsed 4 seconds

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Once complete, you will then have been signed into SIMS parent and the page will look like the example below.



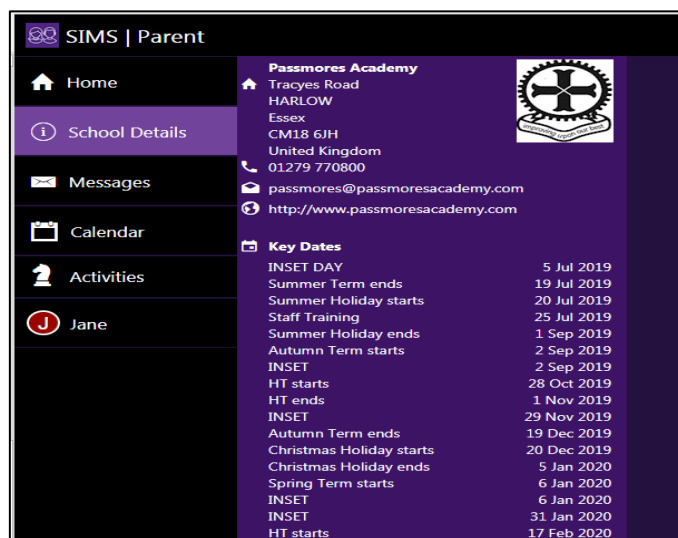
You will be able to register and sign into the SIMS Parent App via the website at [www.sims-parent.co.uk](http://www.sims-parent.co.uk) or by downloading the SIMS Parent App from the Google Play Store or the Apple App Store.

### SIMS Parent App – Homepage

The SIMS Parent home page will list the schools contact details, all messages that have been sent from the school, upcoming calendar events, activities as well as any student's associated with your account.

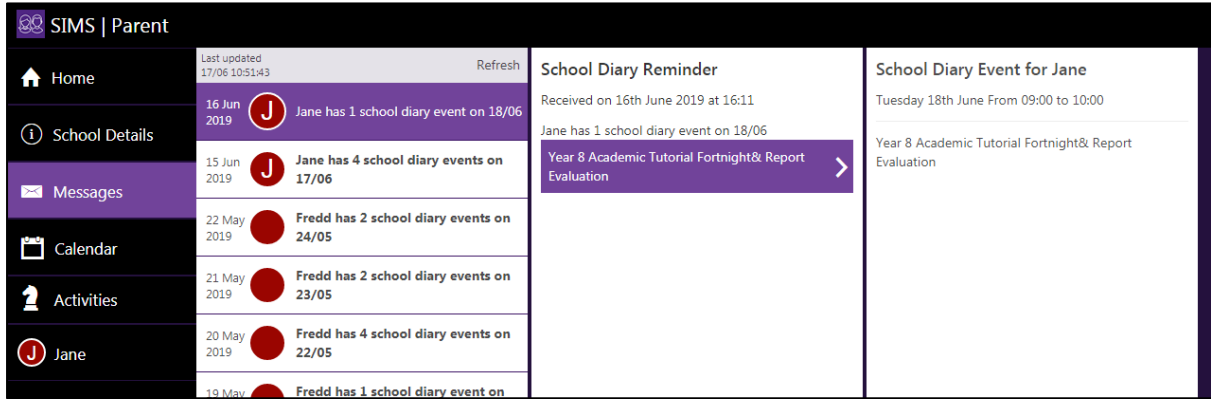


You can click on any feature on the homepage to view it in more detail. Once you have clicked to view a feature in more detail, you will be able to toggle between each feature of the website/app from the navigation panel on the left hand side of the page.



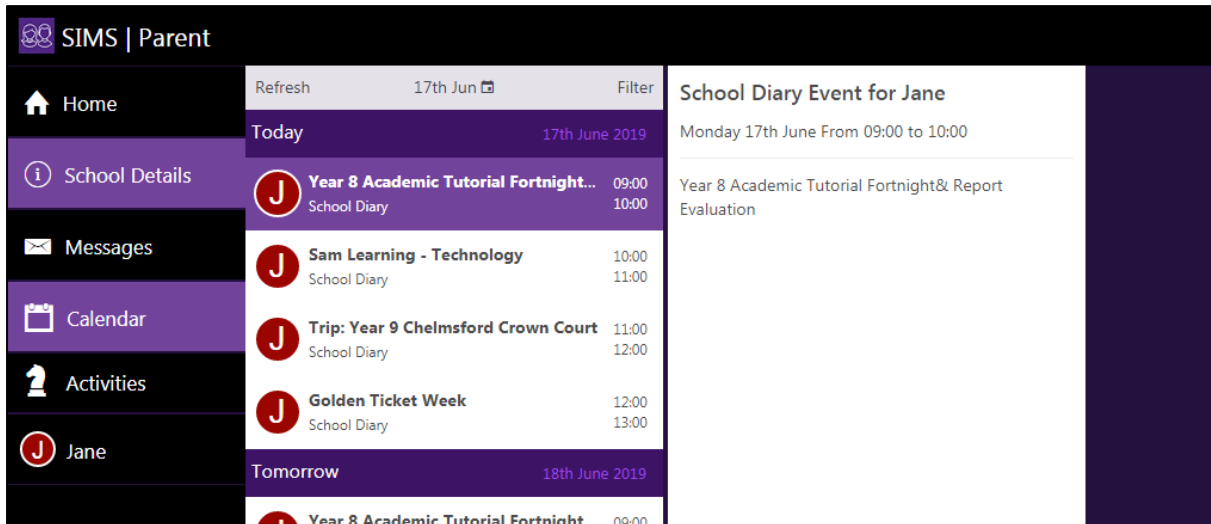
## SIMS Parent App – Messages

The Messages feature will display all messages sent from the school along with any and all school diary reminders, you will not be able to reply to any messages within the app/website itself. If you wish to send a response to anything that you might have received, please use the school contact details listed within school details section of the website/app or the staff contact page on the schools website at: <http://www.passmoresacademy.com/85/staff-contacts>



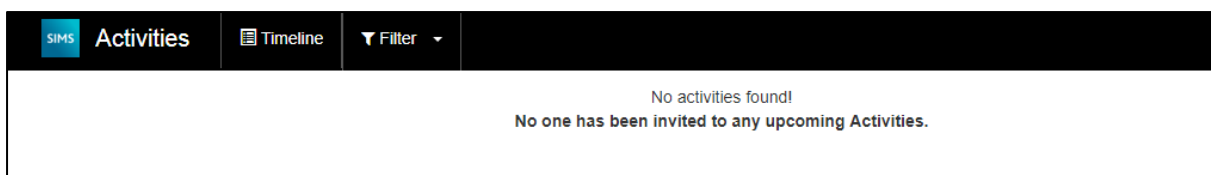
## SIMS Parent App – Calendar

The Calendar will show you all events within the school diary, you can click on each event to view it in more details.



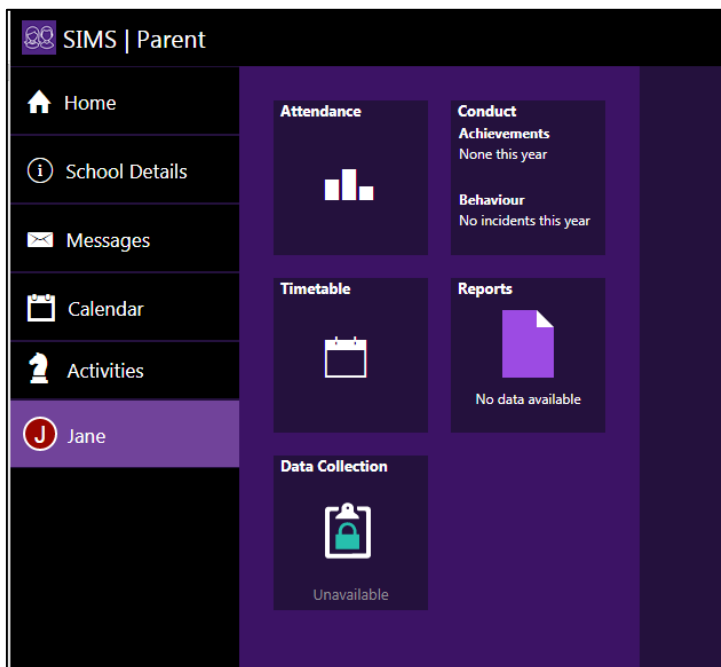
## SIMS Parent App – Activities

The Activities feature is currently not available for use, clicking on the Activities feature will re-direct you to the following page.



## SIMS Parent App – Associated Student(s)

The Student(s) who are associated with your account will be listed at the bottom of the navigation panel, clicking on the student's name will give you the option to view that student's Attendance data, Conduct data, Timetable, Assessment Reports and Data Collection information.



## SIMS Parent App – Student Attendance

The Attendance feature will show you all of the attendance marks that the student received each day for both AM and PM registration for each week.

The screenshot shows the SIMS Parent App interface with the Attendance feature selected. The navigation menu on the left is the same as in the previous screenshot. The main content area shows the Attendance section with a bar chart icon. To the right, there are three attendance tables for the weeks ending 17th June 2019, 10th June 2019, and 3rd June 2019. Each table shows attendance marks for AM and PM registration across the days of the week (Mon, Tue, Wed, Thu, Fri).

w/c 17th June 2019					
	Mon	Tue	Wed	Thu	Fri
AM	–	–	–	–	–
PM	–	–	–	–	–

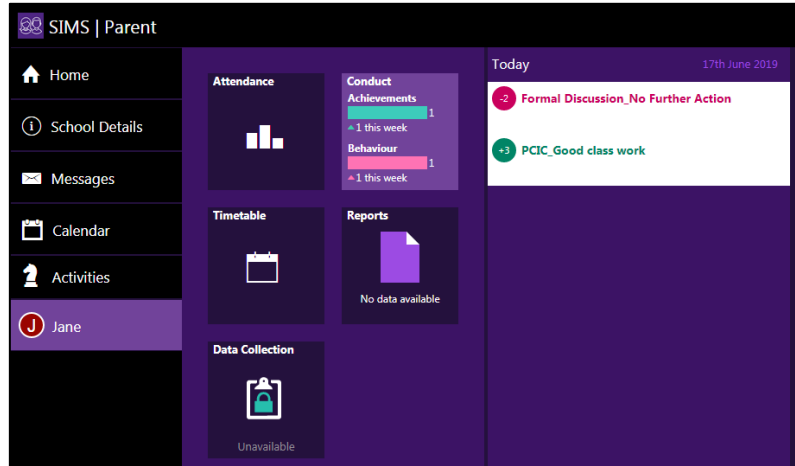
w/c 10th June 2019					
	Mon	Tue	Wed	Thu	Fri
AM	–	–	–	–	–
PM	–	–	–	–	–

w/c 3rd June 2019					
	Mon	Tue	Wed	Thu	Fri
AM	–	–	–	–	–

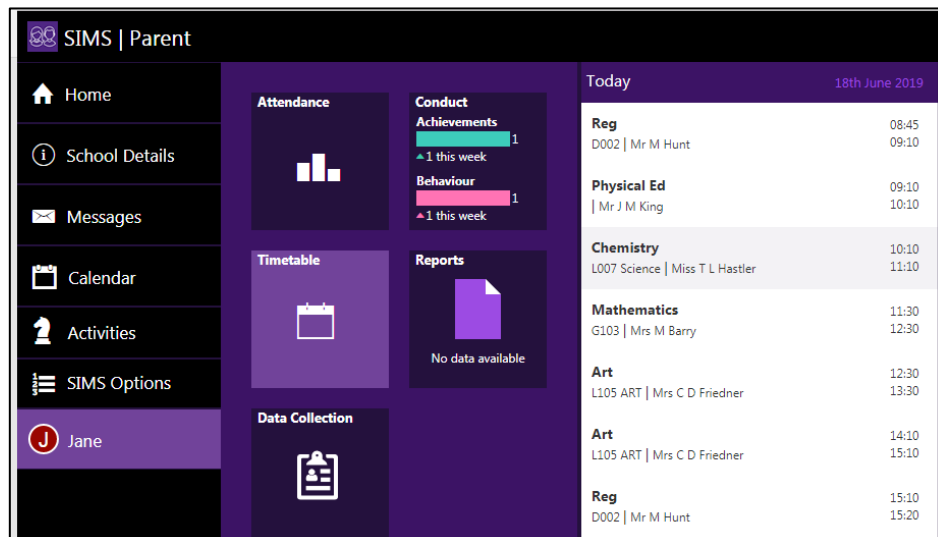
## SIMS Parent App – Student Conduct

The Conduct feature will show you all instances where either achievement points or behaviour points have been given to the student, the title of each behaviour event as well as the total number of points awarded or deducted from the student's overall conduct total will also be listed.



## SIMS Parent App – Student Timetable

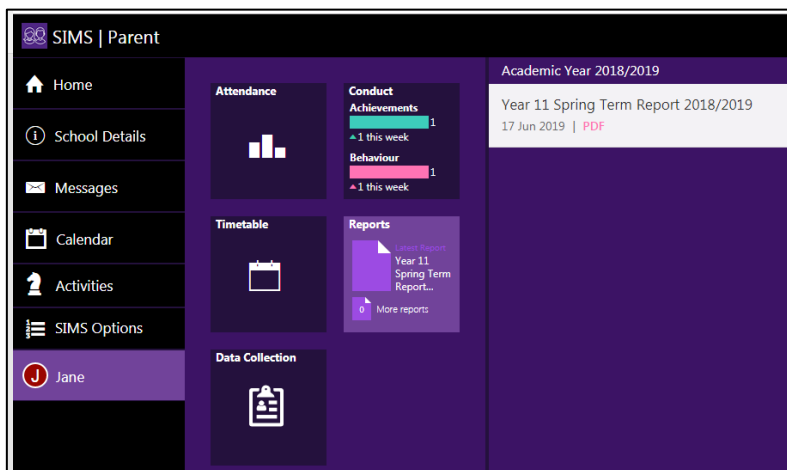
The Timetable feature will allow you to view all lessons that the student has scheduled for each day, you will be able to view the student's timetable for up to ten days into the future. You will also be able to view the exact timing of each lesson that takes place throughout the day along with the class teacher for each lesson.





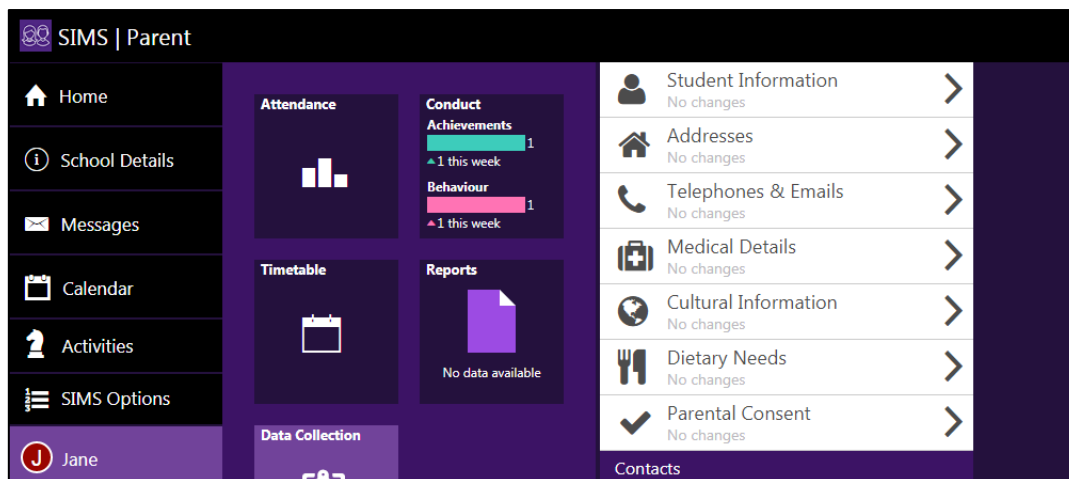
## SIMS Parent App – Student Assessment Reports

The Report feature will allow you to view all of the student’s assessment reports. Clicking on a listed report will download the report in PDF format, once the report has been downloaded you can then open and view the report within your web browser.

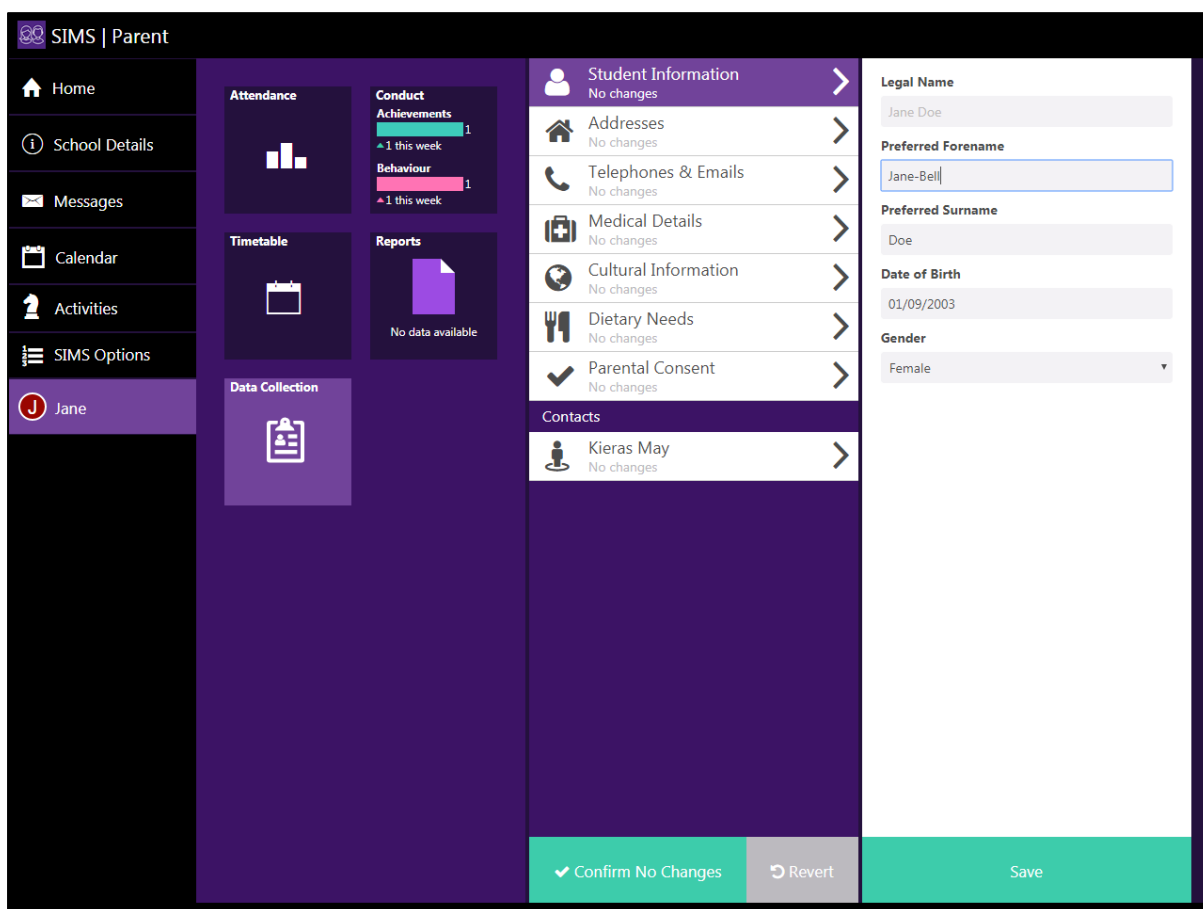


## SIMS Parent App – Student Data Collection

The Data Collection feature will allow you review and submit changes to the data that we hold.



To submit changes, simply click on the area of data you wish to update, for example 'Student Information' and then make the necessary changes to each field. Once you are happy with any and all changes that you have made, click the save button at the bottom of the panel.



Once all changes have been saved, each category that you have made changes in will now appear as "Pending Changes". Requested changes will be sent back to the school for implementation, please be aware that the school may wish to contact you to follow up on requested changes.

