



SIMS PARENT APP

PARENT GUIDE 2022/2023

If you have any queries regarding SIMS Parent App, please contact:
datateam@passmoresacademy.com

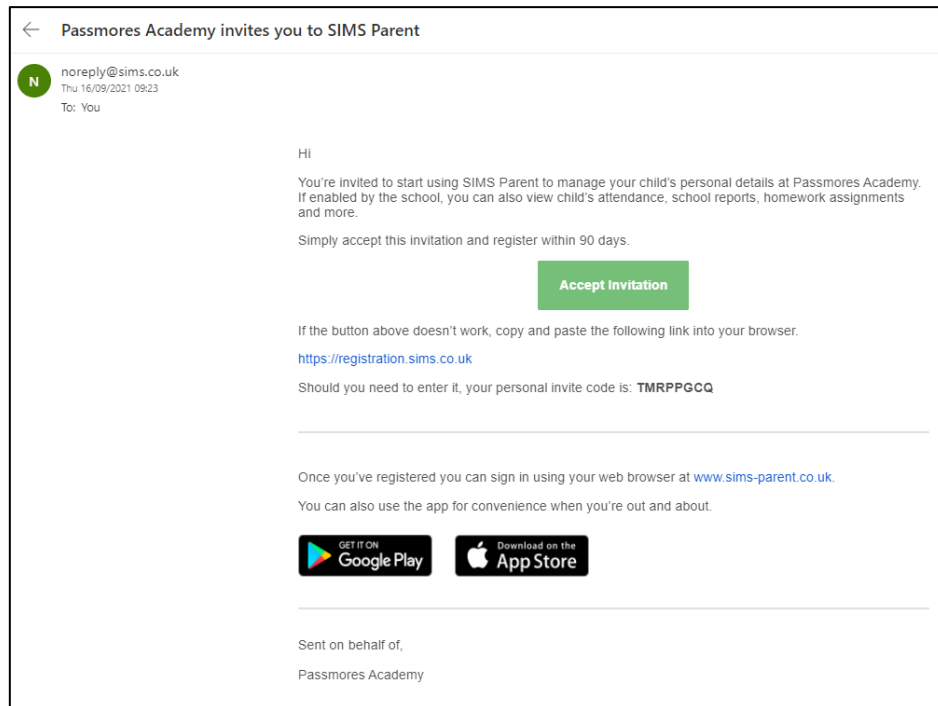
| Contents

SIMS Parent App - Registering Your Account Signing in	Pages 2-6
SIMS Parent App – Homepage.....	Page 7
SIMS Parent App – Messages.....	Page 8
SIMS Parent App – Calendar.....	Page 8
SIMS Parent App – Activities.....	Page 8
SIMS Parent App – Associated Student(s).....	Page 9
SIMS Parent App – Student Attendance.....	Page 9
SIMS Parent App – Student Conduct.....	Page 10
SIMS Parent App – Student Timetable.....	Page 10
SIMS Parent App – Student Assessment Reports.....	Page 11
SIMS Parent App – Student Data Collection.....	Pages 11-12

SIMS Parent – Registering Your Account and Signing in

An email as shown below from noreply@sims.co.uk will be sent to your registered email address inviting you to join SIMS Parent.

Please click the green “Accept Invitation” button.



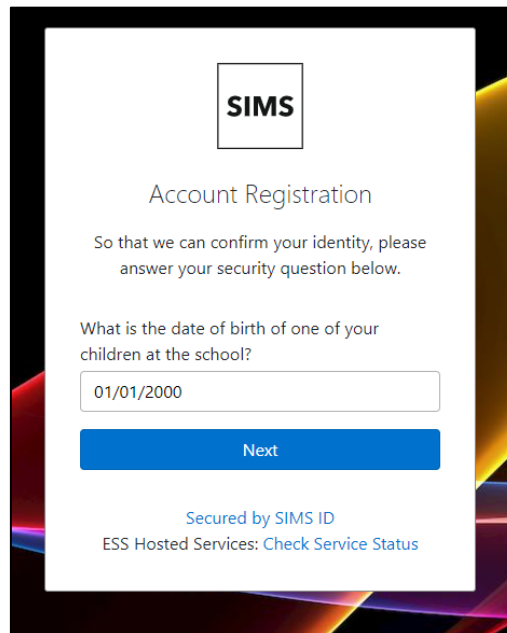
Please enter your email address in the username/email address box. Your invitation code may have already copied over, if not this can be found in the original invitation email shown above.

Please click “Next”.

A screenshot of the SIMS Parent registration screen. At the top is the SIMS logo. Below it is the heading "Activate Your Account". The text says: "So that we can confirm your identity, please enter your email address and personal invitation code." There are two input fields: "Username" with a placeholder "Email address" and "Invitation Code" with the value "HPXDWFJ9". Below these fields is a blue button labeled "Next". Below the "Next" button, it says: "Alternatively you may complete the registration using an External Account." and a blue button labeled "Register with an External Account". At the bottom, it says: "Secured by SIMS ID" and "ESS Hosted Services: Check Service Status".

Please enter the date of birth of one of your children that attends the school, in **DD/MM/YYYY** format.

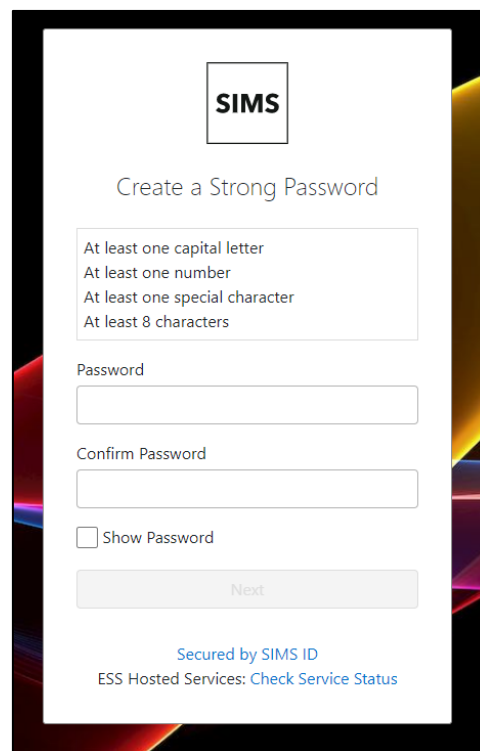
When entered, please click “Next”.



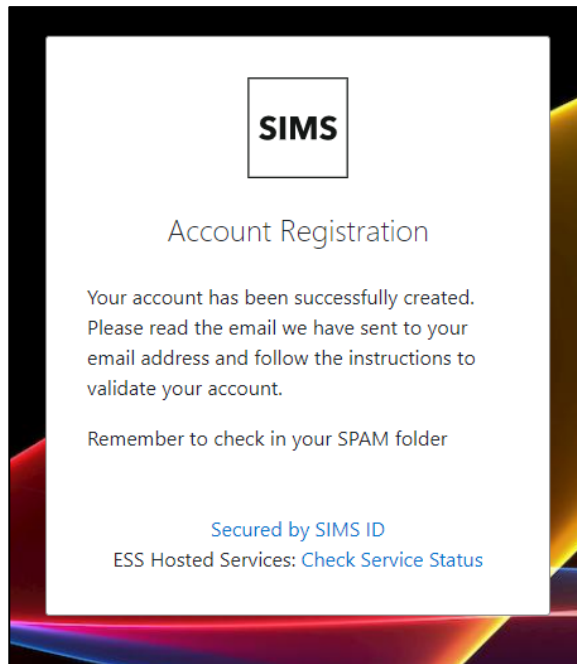
The image shows a screenshot of the SIMS Account Registration screen. At the top is the SIMS logo. Below it is the title 'Account Registration'. The text reads: 'So that we can confirm your identity, please answer your security question below.' The question is 'What is the date of birth of one of your children at the school?'. A text input field contains '01/01/2000'. Below the field is a blue 'Next' button. At the bottom, it says 'Secured by SIMS ID' and 'ESS Hosted Services: [Check Service Status](#)'.

You will then need to create a strong password that is at least 8 characters, including a capital letter, number, and special character.

Please click “Next”.

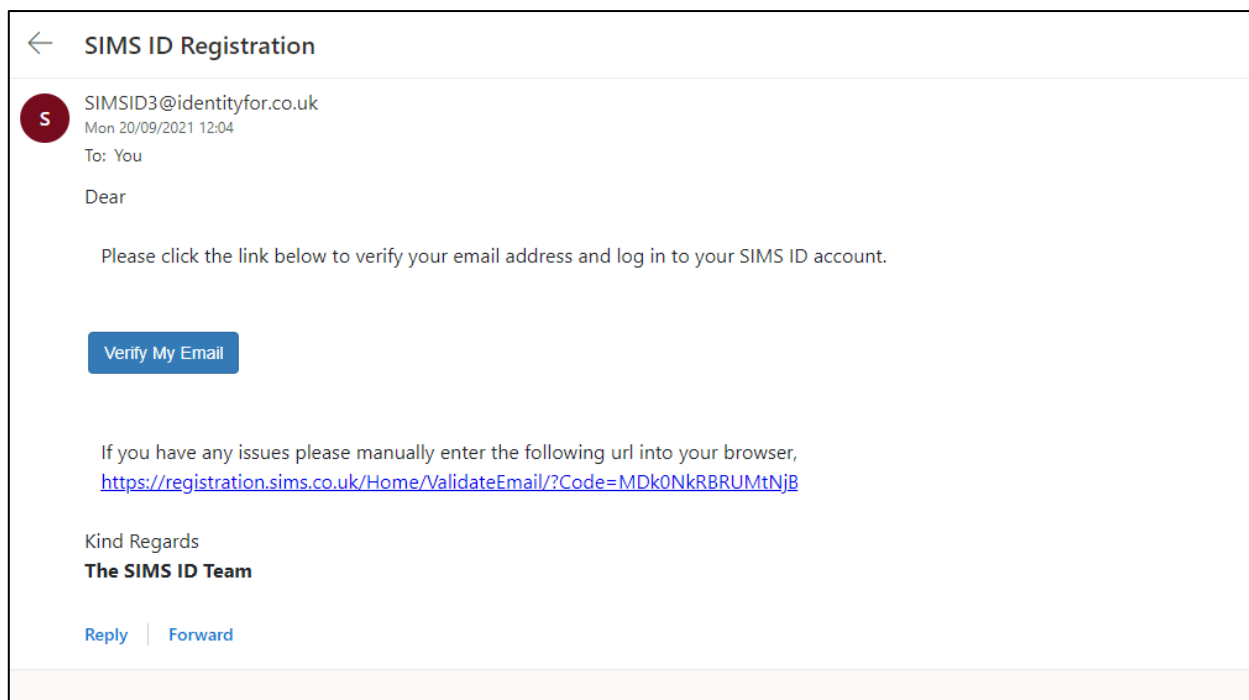


The image shows a screenshot of the SIMS Create a Strong Password screen. At the top is the SIMS logo. Below it is the title 'Create a Strong Password'. A box lists the password requirements: 'At least one capital letter', 'At least one number', 'At least one special character', and 'At least 8 characters'. Below this are two text input fields labeled 'Password' and 'Confirm Password'. There is a checkbox labeled 'Show Password'. Below the fields is a grey 'Next' button. At the bottom, it says 'Secured by SIMS ID' and 'ESS Hosted Services: [Check Service Status](#)'.

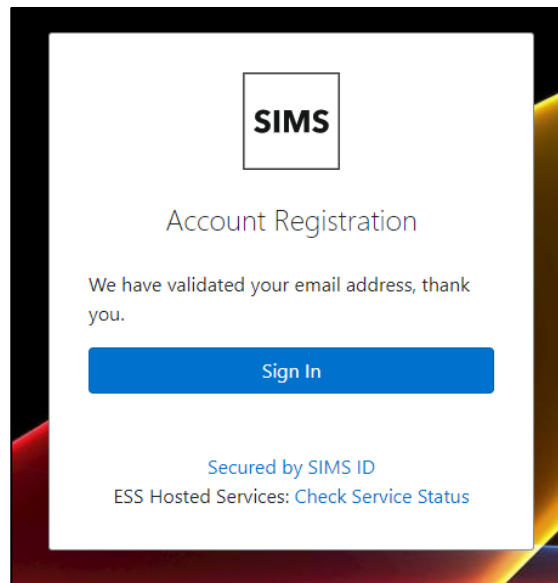


You will then see confirmation of your account registration. Another email will be sent to you to verify your email address. Please go back to your email inbox, and open the email titled "SIMS ID Registration".

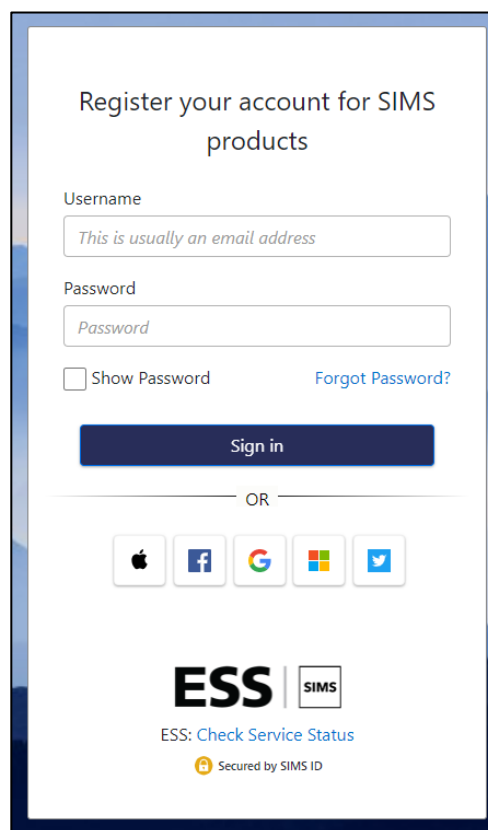
Please click the blue "Verify My Email" box.



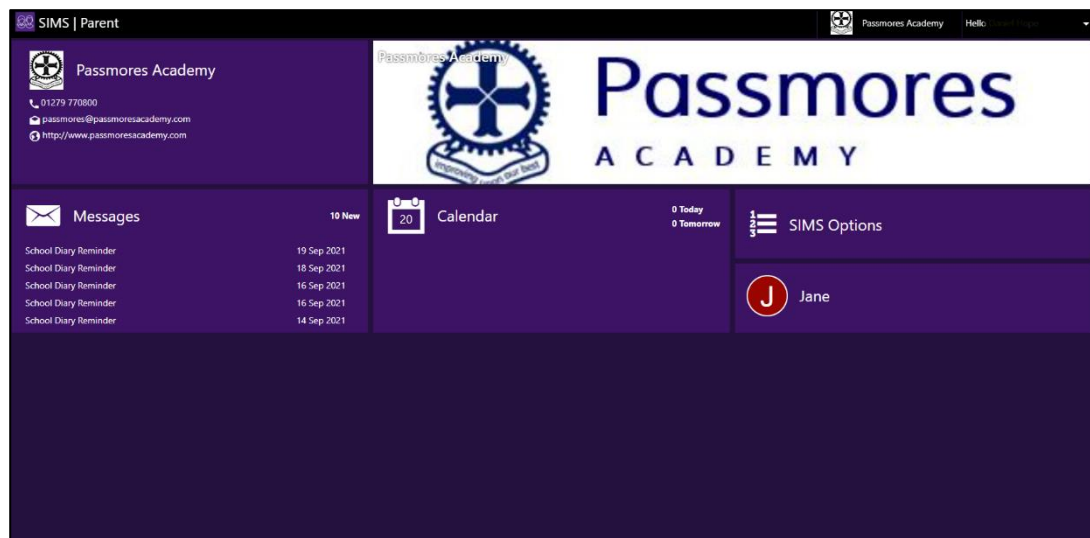
Confirmation of your account validation will be shown as below. Please click “Sign in”.



Please enter your email address and the password that you created and click “Sign in”.

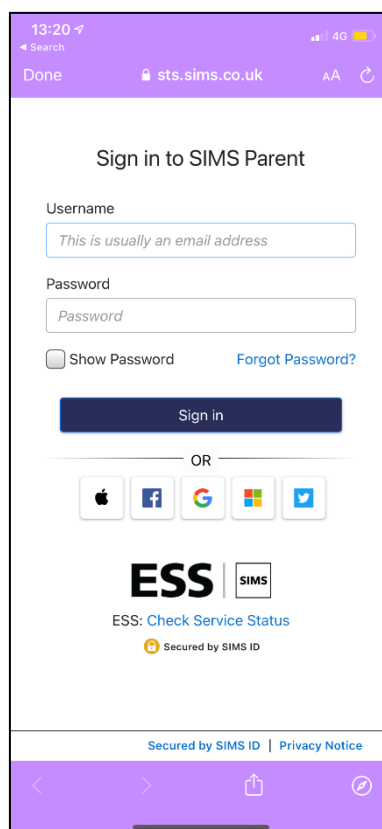
A screenshot of a SIMS account registration form titled "Register your account for SIMS products". The form has two input fields: "Username" with a placeholder text "This is usually an email address" and "Password" with a placeholder text "Password". Below the password field is a checkbox labeled "Show Password" and a link "Forgot Password?". A dark blue button labeled "Sign in" is positioned below the form fields. Below the button is a horizontal line with the text "OR" in the center. Underneath the line are five social media icons: Apple, Facebook, Google, Microsoft, and Twitter. At the bottom of the form, the ESS and SIMS logos are displayed side-by-side. Below the logos, there is a link "ESS: [Check Service Status](#)" and a small icon followed by the text "Secured by SIMS ID". The form is enclosed in a dark blue border.

Your SIMS Parent account has now been registered and validated. You will now see your SIMS Parent homepage, as shown below.



You will be able to sign into the SIMS Parent App via the website at www.sims-parent.co.uk or by downloading the SIMS Parent App from the Google Play Store or the Apple App Store.

Please click the “SIMS” icon, then enter your email address and password that you previously created and click “Sign in”.

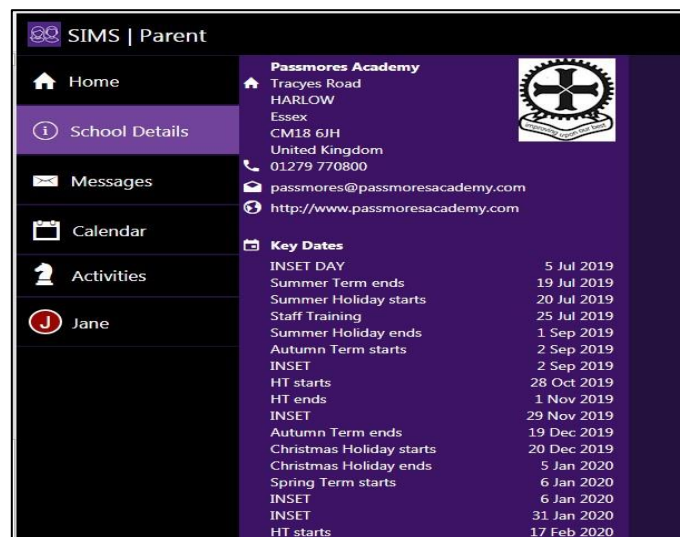


SIMS Parent App – Homepage

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

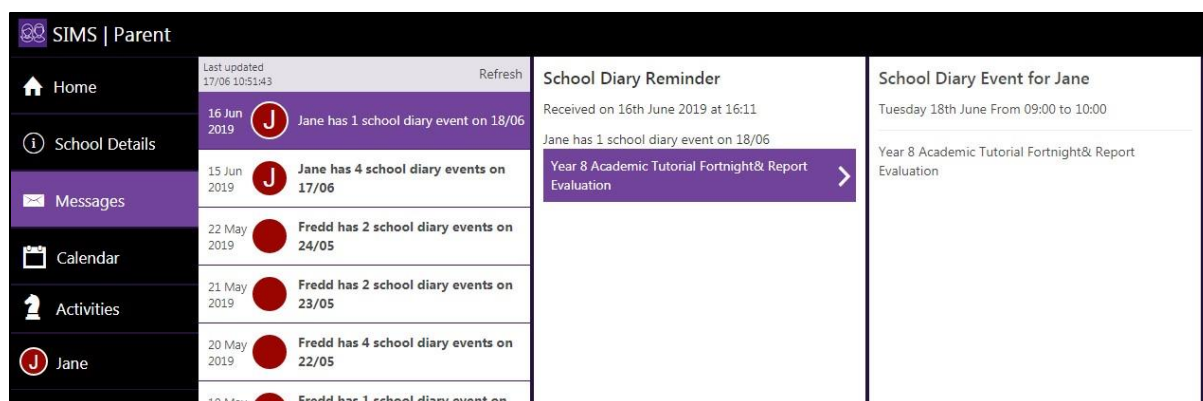


You can click on any feature on the homepage to view it in more detail. Once you have clicked to view a feature in more detail, you will be able to toggle between each feature of the website/app from the navigation panel on the left-hand side of the page.



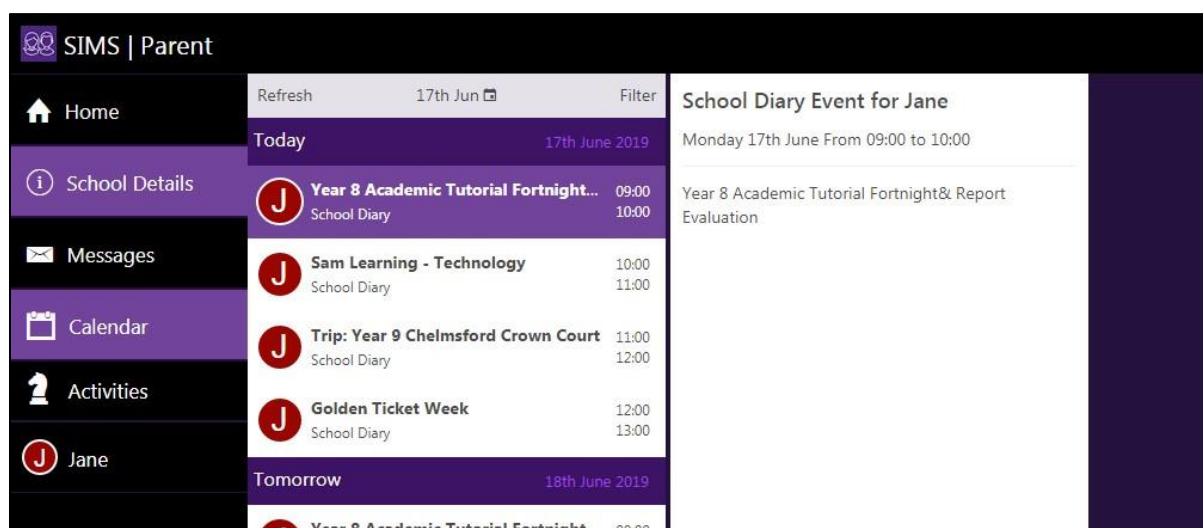
SIMS Parent App – Messages

The messages feature will display all messages sent from the school along with 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 school website at: <https://rb.gy/fljcsz>



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 detail.



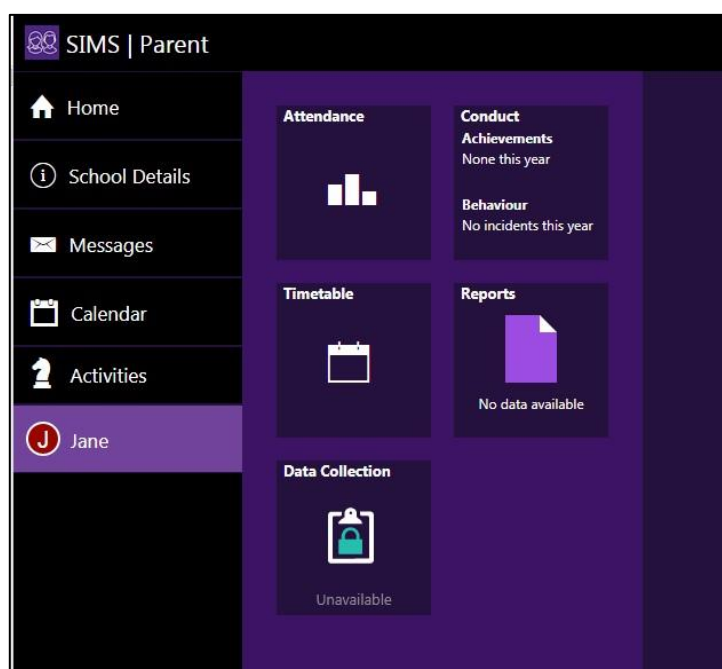
SIMS Parent App – Activities

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 their attendance data, conduct data, timetable, assessment reports and data collection information.



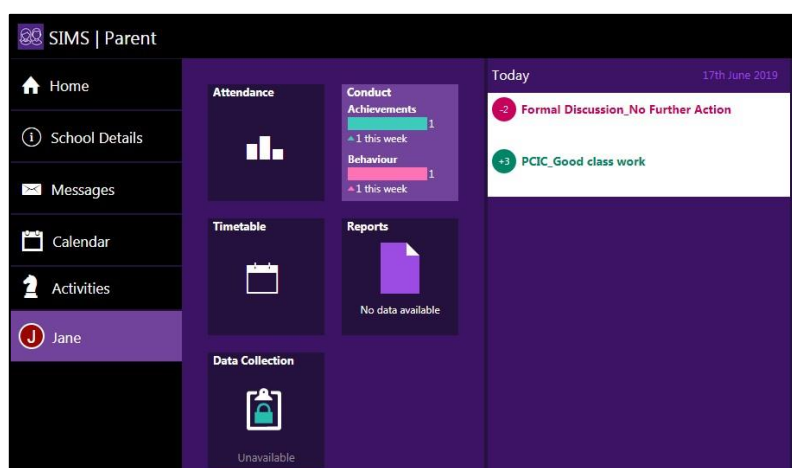
SIMS Parent App – Student Attendance

The attendance feature will show you the weekly AM and PM attendance marks that have been recorded.

<div>Home</div> <div>School Details</div> <div>Messages</div> <div>Calendar</div> <div>Activities</div> <div>Jane</div>	<div>Attendance</div> <div>Conduct</div> <div>Achievements</div> <div>None this year</div> <div>Behaviour</div> <div>No incidents this year</div>		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	—	—	—	—

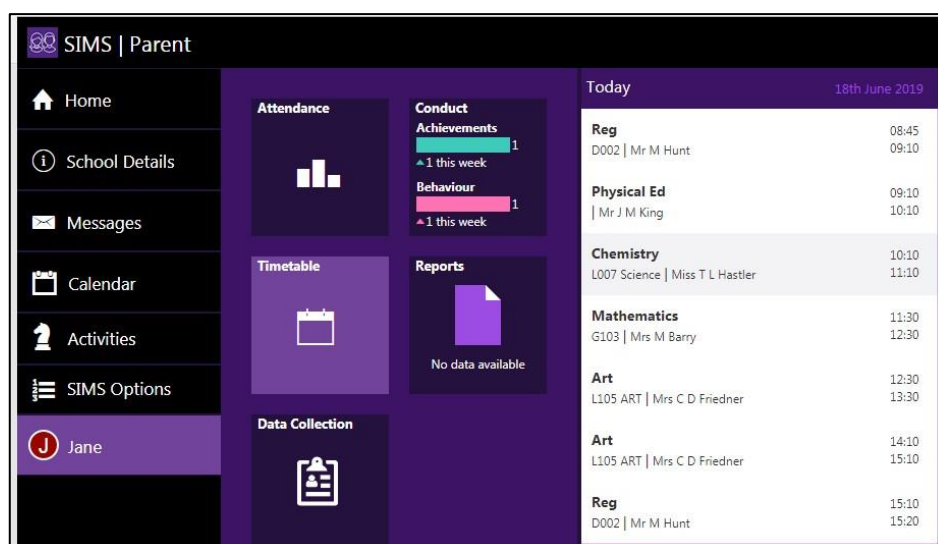
SIMS Parent App – Student Conduct

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.



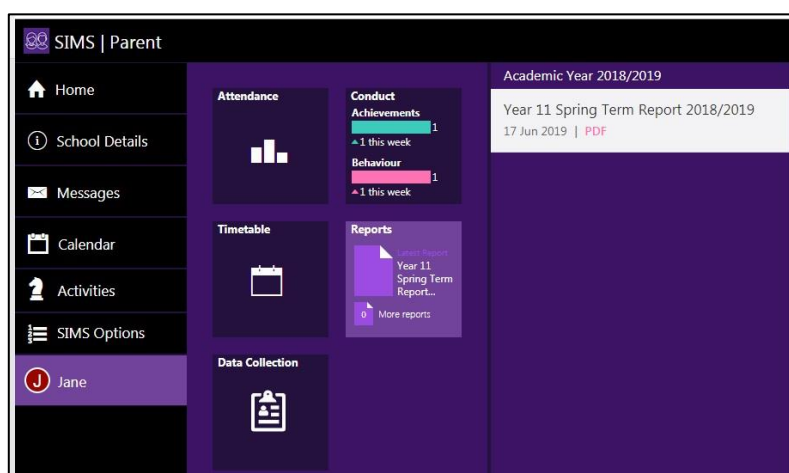
SIMS Parent App – Student Timetable

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.



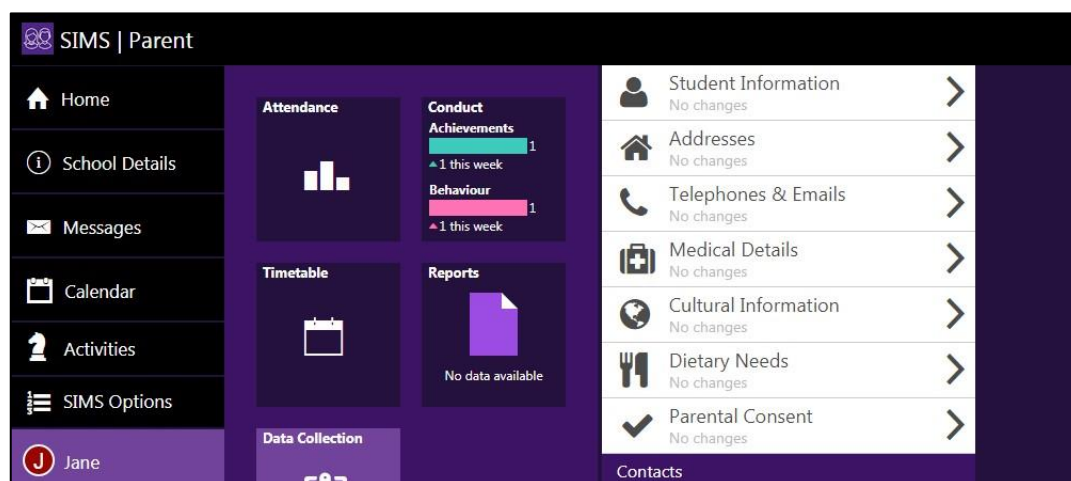
SIMS Parent App – Student Assessment Reports

The reports feature will allow you to view 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 for your student.



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. When you are happy with any changes that you have made click the save button at the bottom of the panel.

The screenshot shows the SIMS | Parent interface. On the left is a navigation menu with options: Home, School Details, Messages, Calendar, Activities, SIMS Options, and a user profile for Jane. The main area is divided into several sections. The top left has 'Attendance' and 'Conduct' (with 'Achievements' and 'Behaviour' sub-sections, each showing a bar chart and a count of 1 for 'this week'). Below these are 'Timetable' and 'Reports' (with a note 'No data available'). At the bottom left is 'Data Collection'. The right side features a 'Student Information' panel with a list of categories: Addresses, Telephones & Emails, Medical Details, Cultural Information, Dietary Needs, Parental Consent, and Contacts. Each category has a 'No changes' status. The 'Legal Name' field is highlighted, showing 'Jane Doe'. Other fields include 'Preferred Forename' (Jane-Bell), 'Preferred Surname' (Doe), 'Date of Birth' (01/09/2003), and 'Gender' (Female). At the bottom right is a large green 'Save' button.

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.

This screenshot shows the SIMS | Parent interface after changes have been saved. The 'Student Information' panel now shows 'Pending changes' for 'Student Information', 'Cultural Information', and 'Legal Name'. The 'Addresses', 'Telephones & Emails', 'Medical Details', 'Dietary Needs', and 'Parental Consent' categories still show 'No changes'. The 'Reports' section now shows a 'Latest Report' for 'Year 11 Spring Term Report...' with a count of 0 'More reports'. The 'Save' button is no longer visible, indicating the changes have been successfully submitted.