

Registering an account to access the SIMS Parent App

Creating a SIMS ID ACCOUNT:

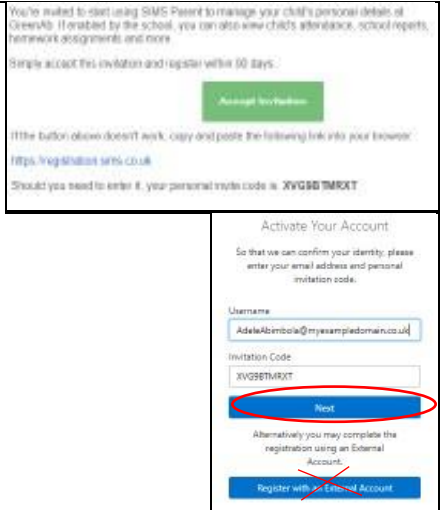
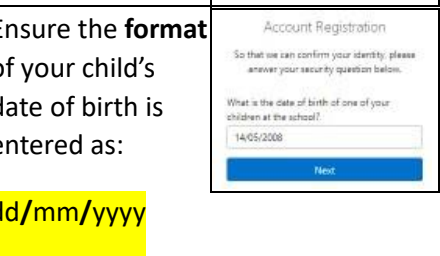
The School will invite Parents/Carers to register an account to access the SIMS Parent App, which provides important information including their child's report.

****We strongly recommend setting your account up using the SIMS app rather than a third party. This will allow us to reset your password and help resolve any issues that you may encounter much quicker than if you use a Third-party account (such as Facebook) to set up your Parent App****

Once this invite is received, an account can be registered by creating a SIMS ID account and validating your email

This guide takes you step-by- step through creating a SIMS ID Account.

NOTE: Parents who have more than one child at school only have to register once in order to view details published on the Parent App of siblings also attending that school.

How do I create an account using SIMS ID?	
<p>1. To avoid accidentally registering with the wrong account (especially if you are working on a shared computer), please ensure you sign out of all accounts or use a private browser window.</p> <p>2. Click the green Accept Invitation button in the invitation email from noreply@sims.co.uk. If you cannot find this email, please check your SPAM/Junk folder.</p> <p>3. The Activate Your Account screen is displayed. The Invitation Code field is already filled with the unique code from your email. Enter your email address as Username and click the Next button. <i>(Do NOT select Register with an External Account – this is for those using option 2 to register)</i></p>	 <p>The screenshot shows an invitation email with a green 'Accept Your Invitation' button. Below it, the 'Activate Your Account' screen is shown with fields for Username (AdelaBimbola@myexamplodomain.co.uk) and Invitation Code (XVGS8TMRXKT). The 'Next' button is circled in red. There is also a 'Register with an External Account' button with a red 'X' over it.</p>
<p>4. At the 'Account Registration' screen, answer the security question (your child's date of birth) and click the Next button. This is for security purposes only. This information will not be used in the SIMS Online Services system.</p>	<p>Ensure the format of your child's date of birth is entered as:</p> <p style="background-color: yellow; display: inline-block; padding: 2px;">dd/mm/yyyy</p>  <p>The screenshot shows the 'Account Registration' screen with the question 'What is the date of birth of one of your children at the school?' and a text input field containing '14/05/2008'. A 'Next' button is at the bottom.</p>
<p>5. At the 'Create a Strong Password' screen, create a password for the new SIMS ID account you are creating and click Next button.</p> <p><i>(*If you subsequently forget this password, there is a re-set password functionality available to users at the login screen once registered.) To enable this, Parents/carers must validate their account as shown in the steps overleaf to enable email-based password recovery.</i></p>	 <p>The screenshot shows the 'Create a Strong Password' screen with four requirements: 'At least one capital letter' (checked), 'At least one number' (checked), 'At least one special character' (checked), and 'At least 8 characters' (checked). There are fields for 'Password' and 'Confirm Password', both filled with dots. A 'Show Password' checkbox is unchecked. A 'Next' button is at the bottom.</p>

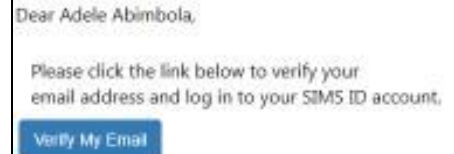
6. Once your SIMS ID account has been registered, you need to validate it. Check your email for an email from SIMS ID Registration. (if you cannot see this, check your spam/junk mailbox).

Account Registration
 Your account has been successfully created. Please read the email we have sent to your email address and follow the instructions to validate your account.
 Remember to check in your SPAM folder

Users are **STRONGLY ADVISED** to verify their email account next (see overleaf) to ensure password recovery function is enabled.

How to Validate your account to enable the email-based password recovery function.

7. Click the Verify My Email button in the SIMS ID Registration email.

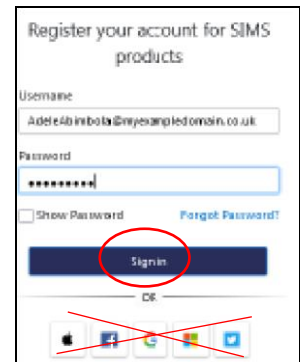


8. Click the Sign In button on the screen confirming your email address has been validated.



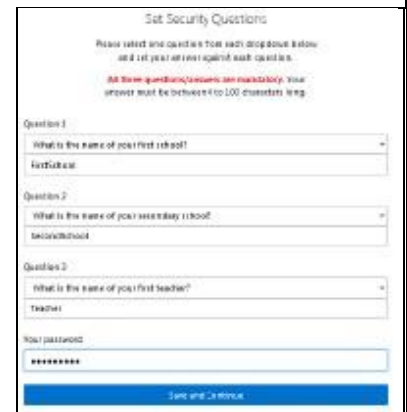
9. At the Register your account for SIMS Products screen, enter your newly created username (i.e. the email address you registered with) and the password you created in step 5, then click the blue **Sign in** button.


(Do NOT select any of the Third-Party account icons to sign in, these are for those who chose Option 2. to register)



10. The first time you use your SIMS ID account you will be prompted to Set Security Questions.

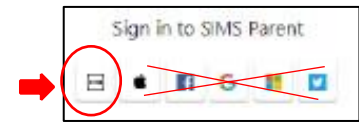
Answer all three security questions, then click the Save and Continue button to launch your SIMS Online Service.



11.  Download the Sims Parent **App** for your phone via the App store or Google play: <https://www.sims-parent.co.uk>



12. When subsequently accessing the Parent App, make sure the login option you select is the **SIMS ID icon**, using the details you created above.



Most access issues are caused by a user trying to access the Parent App using a different account or route to one they register with, therefore please ensure you stick to the same login credentials, email account and route when subsequently accessing the App.