# St Bartholomew's SIMS Parent App

## Step 1. Create a SIMS Online account

If you are a priority 1 or 2 contact with parental responsibility for a student, you will receive a **registration email** from noreply@sims.co.uk containing a unique **invitation code**. You will need this code later to set up your SIMS Online Services account, so please copy it for pasting later on. If you have not yet received a registration email, please check your SPAM/Junk folder before contacting the school.

Click the **Accept Invitation** button in the email to be directed to the registration page. If the link doesn't work, use the URL https://registration.sims.co.uk

*NOTE: Before completing the registration process, users should be signed out from all accounts to avoid accidentally registering with the wrong account, particularly if working on a shared computer. Alternatively, the registration process should be carried out in a private browser window.*

Please **do not select** the NEXT button, (which takes you to the 'SIMS ID' Option) – **select '**Register with an External Account'

If you are already using SIMS Parent at another school or for another child at this school, please use the same credentials for SIMS Online Services to ensure that all of your children appear in SIMS Parent.

Select one of these Third Party providers to register: Facebook, Twitter, Google(gmail, googlemail etc), Microsoft (Outlook, Hotmail, and Office 365 system etc) or Apple ID. Please note you may have to scroll down to see the external account option (circled in the screenshot). On clicking one of these buttons you will be transferred to the Third Party to complete standard account authentication.
n.b. If you do not have any of these Third Party accounts, you will need to create one.

On completion of account authentication, you will be asked for an **Invitation Code**.

### SIMS

**Activate Your Account**

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

[ Email address ]

Invitation Code

[ KGQYJTCWP8 ]

[ **Next** ]

Alternatively you may complete the registration using an External Account.

[ Register with an External Account ]

Secured by SIMS ID
ESS Hosted Services: Check Service Status

## 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** | <Your name> | (not you?) |
| **Signed in with** | Microsoft | |
| **Invitation Code** | TY2VBD99P9 | |

[ Register ]

Click the **Register** button.

You will now be asked to confirm your identity by answering a question. E.g.

# Registration - Answer Security Questions

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

**What is the date of birth of one of your children at the school?**
**(dd/mm/yyyy)**

Please enter your answer

Verify

This is for security purposes only. This information will not be used in the SIMS Online Services system.

Click the **Verify** button. Your account is created. On completion, you will see the home page of the SIMS Online Service you registered for, however the SIMS parent app has better functionality and we would recommend you install it on your device. You will receive an email from simsid@identityfor.co.uk confirming your registration.
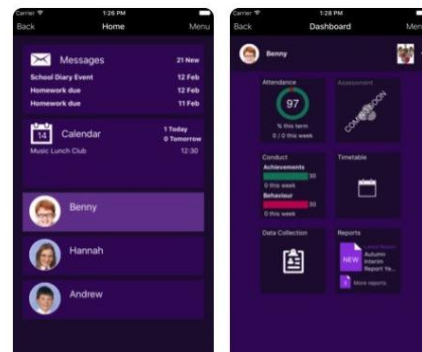
## Step 2 – Install SIMS Parent App

Once you have **received confirmation** of your registration, you can **install** the **SIMS Parent App** onto your phone or tablet from the **Apple App Store** or **Google Play** and log in using the credentials used to register in Step 1.

**SIMS Parent**
Education
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The SIMS Parent App allows you to change your own details and details for your child(ren) e.g. address, medical conditions etc. Please check these details and if they are incorrect please change them via the App – the school records will then be automatically updated within 24 hours.

Username

This is usually an email address

Password

Password

◯ Show Password        Forgot Password?

Sign in

You will also be able to view your child(ren)'s **Timetable** and **Reports**.

The Parent App has other features which the school plans to make use of in the future.

This is what your log in screen will look like. Choose the icon (circled in the screenshot) related to the service you are using to log in with to proceed.

**ESS** | SIMS

ESS: Check Service Status

Secured by SIMS ID | Privacy Notice

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