

Registering an account to access the SIMS Parent App

OPTION 1: Using a Third-Party Account

Google, Microsoft 365, Apple ID, Facebook, X (Twitter)

The Academy will invite Parents/Carers to register to use the SIMS Parent App via email. Once the invite from noreply@sims.co.uk has been received, please follow the guidance below to register using a pre-existing Third-Party account.

NOTE: Parents/Carers that have more than one child at the Academy need only register once to view details of all siblings attending the Academy.

1. To avoid accidentally registering with the wrong account (especially if you are working on a shared computer), please first sign out of all accounts, or use a private browser window.

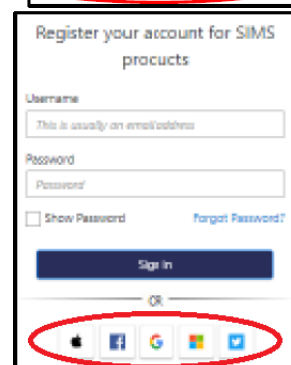
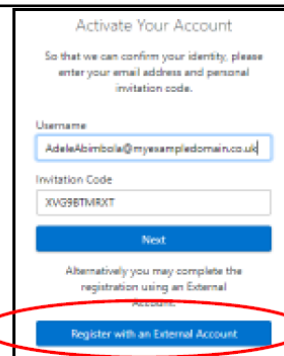
2. Click the green **Accept Invitation** button in the invitation email from noreply@sims.co.uk. If you cannot find this email, please check your Spam/Junk folder.

3. The **Activate Your Account** screen is displayed. Click the **Register with an External Account** button.

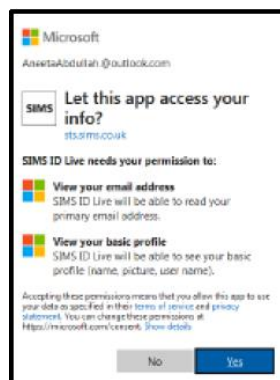
4. Select one of the Third-Party providers to register: Google, Microsoft 365, Apple ID, Facebook, X (Twitter)

{After registering, please remember to only use your chosen Third-Party account to login}

Once selected you will be transferred to your usual Third Party authentication screen to login.



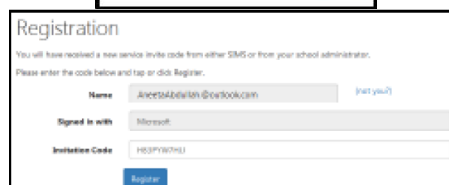
5. Click the Yes button to grant SIMS ID permission to access your email information. This screen is only displayed the first time you register an email address.



6. The Registration screen appears.

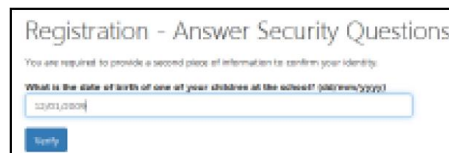
Your email address and third-party provider are displayed so you can confirm you have used the intended credentials.

If required, paste your personal invite code from the invitation email into the Invitation Code field then Click the Register button.



7. At the Account Registration screen, answer the security question (child's date of birth) and click the Verify button.

Please ensure you use the correct format when entering your child's date of birth: dd/mm/yyyy



Your account set up is now complete.

8. Parent/Carers may access the Parent App by either

- downloading the SIMS Parent App from the App Store on a smart phone or tablet
- via a web browser at <https://www.sims-parent.co.uk>

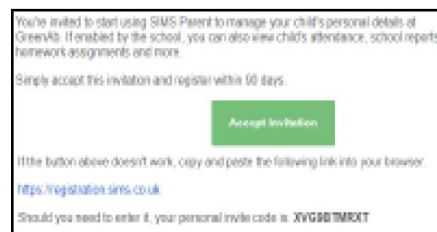
OPTION 2: Creating a SIMS ID Account

The Academy will invite Parents/Carers to register to use the SIMS Parent App via email. Once the invite from noreply@sims.co.uk has been received, please follow the guidance below to register by creating a new SIMS ID account.

NOTE: Parents/Carers that have more than one child at the Academy need only register once to view details of all siblings attending the Academy.

1. To avoid accidentally registering with the wrong account (especially if you are working on a shared computer), please first sign out of all accounts, or use a private browser window.

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.



3. The **Activate Your Account** screen is displayed. The Invitation Code field should already be filled with the unique code from your email. Enter your email address as Username and click the Next button

This screenshot shows the 'Activate Your Account' screen. It prompts the user to enter their email address as the Username and the invitation code. The 'Next' button is highlighted with a red circle. There is also a link to 'Register with an External Account'.

4. At the 'Account Registration' screen, answer the security question (your child's date of birth) and click the Next button.

Please ensure you use the correct format when entering your child's date of birth: dd/mm/yyyy

This screenshot shows the 'Account Registration' screen. It asks for the date of birth of one of the children at the school. The date '14/05/2008' is entered in the field. A 'Next' button is at the bottom.

5. At the 'Create a Strong Password' screen, enter a valid password for your new SIMS ID account and click the Next button.

**Once registered, if you forget this password, there is a re-set password function available at the login screen. To enable this, Parents/Carers must validate their account as shown below.*

This screenshot shows the 'Create a Strong Password' screen. It lists password requirements: at least one capital letter, one number, one special character, and at least 8 characters. All are marked with green checkmarks. There are fields for 'Password' and 'Confirm Password', both filled with dots. A 'Show Password' checkbox is present and unchecked. A 'Next' button is at the bottom.

6. Once your SIMS ID account has been registered, you need to validate it. Check your email Inbox for an email from SIMS ID Registration.

(If you cannot see this, please check your spam/junk folders).

This screenshot shows a confirmation screen titled 'Account Registration'. It states that the account has been successfully created and instructs the user to check their email for validation instructions. It also reminds the user to check their SPAM folder.

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.

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.

Your account set up is now complete.

8. Parent/Carers may access the Parent App by either

- downloading the SIMS Parent App from the App Store on a smart phone or tablet
- via a web browser at <https://www.sims-parent.co.uk>

The image displays three sequential screenshots of the SIMS ID account setup process:

- Top Screenshot:** A verification email titled "Dear [Name]". It contains the text: "Please click the link below to verify your email address and log in to your SIMS ID account." Below this text is a blue button labeled "Verify My Email".
- Middle Screenshot:** A confirmation screen titled "Account Registration". It says: "We have validated your email address, thank you." Below this is a blue button labeled "Sign In".
- Bottom Screenshot:** A registration form titled "Register your account for SIMS products". It includes fields for "Username" (with the example "adele46inbols@myexampledomain.co.uk") and "Password" (masked with asterisks). There are checkboxes for "Show Password" and a link for "Forgot Password?". A blue "Sign In" button is circled in red. Below the form are social media icons for Apple, Facebook, Google, and Twitter, which are crossed out with a red 'X'. At the bottom, there is a "Set Security Questions" section with three questions and a "Save and Continue" button.