

# Online Services – Getting Started

## How do I register?

1. You will receive a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your SPAM folder before contacting your school.

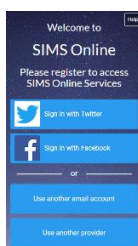
2.

**IMPORTANT NOTE:** To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter.

3. Follow the link in the email to be directed to the registration page.



4. Click the button for your preferred account and you will be directed to sign in.
  - Users should register with a Microsoft (including Office 365), Google, Facebook or Twitter account.
  - To use Facebook or Twitter, click the **Use another provider** button.



- The **Use another email account** button launches the **Microsoft Create account** page (<https://signup.live.com/>), where you can create a Hotmail account.
  - The **Use another provider** button returns you to the previous screen.
5. Having selected your account provider, follow the on-screen registration process.



## How do I sign in?

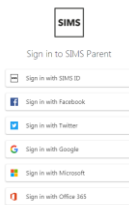
Once the registration process is complete, users can sign in via the following URLs.

For Parents

<https://www.sims-parent.co.uk>

or via the SIMS Parent app\*

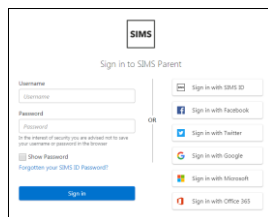
\* The apps are available for iOS and Android devices.



1. Click the icon for the account that you registered with.  
A new window will open.
2. Enter your sign in details.

## Why can't I register?

- If you try to enter your Microsoft, Office 365, Google, Facebook or Twitter details in the SIMS ID **Username** and **Password** fields, the following error will be displayed.



- Before completing the registration process, users should be signed out from all accounts. Alternatively, the registration process should be carried out in a private browser window.
- If you have forgotten your password, please contact Microsoft, Office 365, Google, Facebook or Twitter and request a new password.

## Who do I contact for help?

If you have a question about your SIMS Online Services Account, please contact

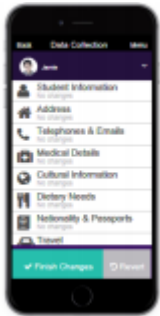


Leventhorpe  
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## How to use the Data Collection Sheet



1. Please click on each of the sections that you can provide information for.
2. Please review the information stored within our system, if any, and edit or add as required.
3. When you make a change please click on the save button for each section. This will show pending changes under the section that you have requested changes for.
4. Click on finish changes when you have finished reviewing the information.
5. Click on submit changes.

This will alert the school that there are changes submitted for your child. It will also lock down the data collection sheet to show as “review pending”. Once the school has approved the changes this will update the information within our system and will also allow you to access the data collection sheet.

If you have more than one child at the school, please review each of your children and submit any changes for each child, if applicable.