

Quick Start Guide

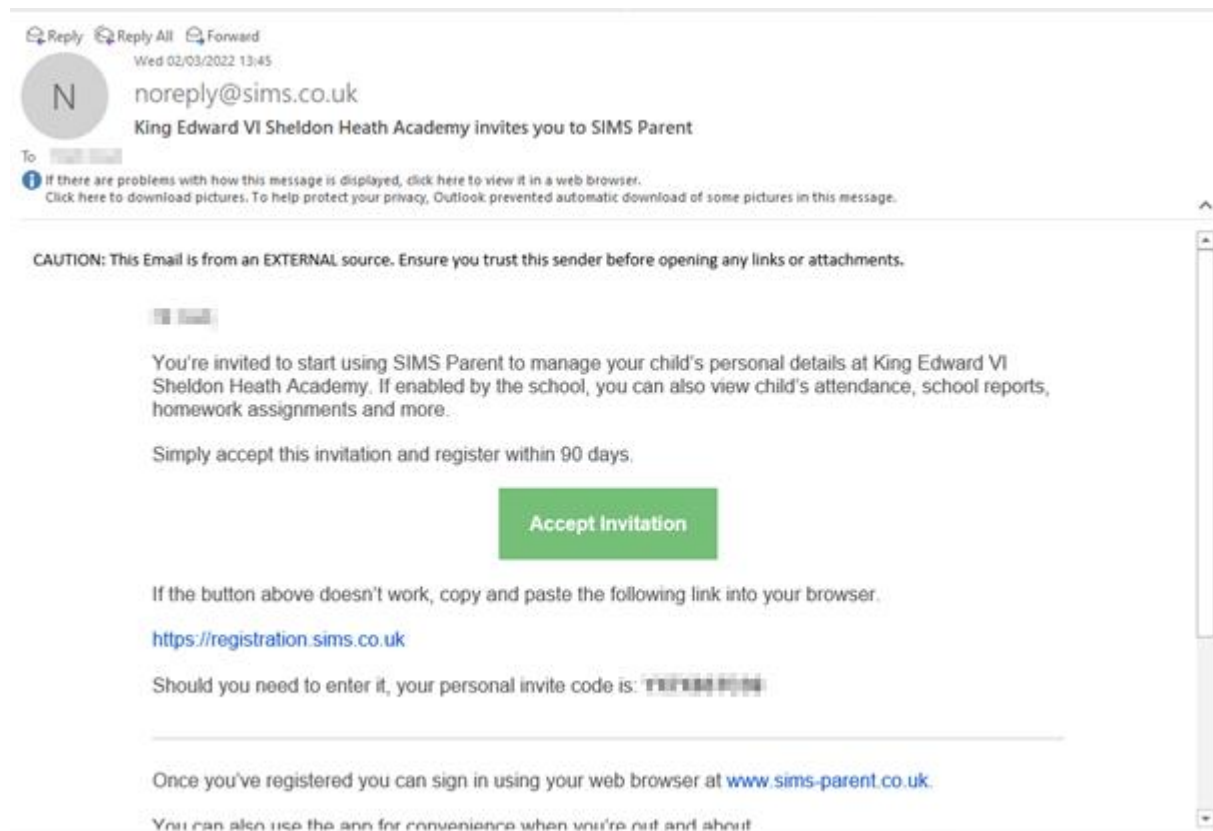
How Do I Register?

Before beginning the registration process, you will need the following:

- Your unique registration e-mail. We will send you a registration email, to the Priority 1 email address held on your child's record, this will contain a registration link and an invitation code. This email will be sent from Capita SIMS (**noreply@sims.co.uk**). If you cannot find this email, please check your junk mail and ensure it has not been marked as SPAM.
- The date of birth of **one** of your children who currently attends KESH.
- You will need an email address.

IMPORTANT NOTE: Before completing the registration process, you need to be signed out from your email or the account you are using to complete your registration.

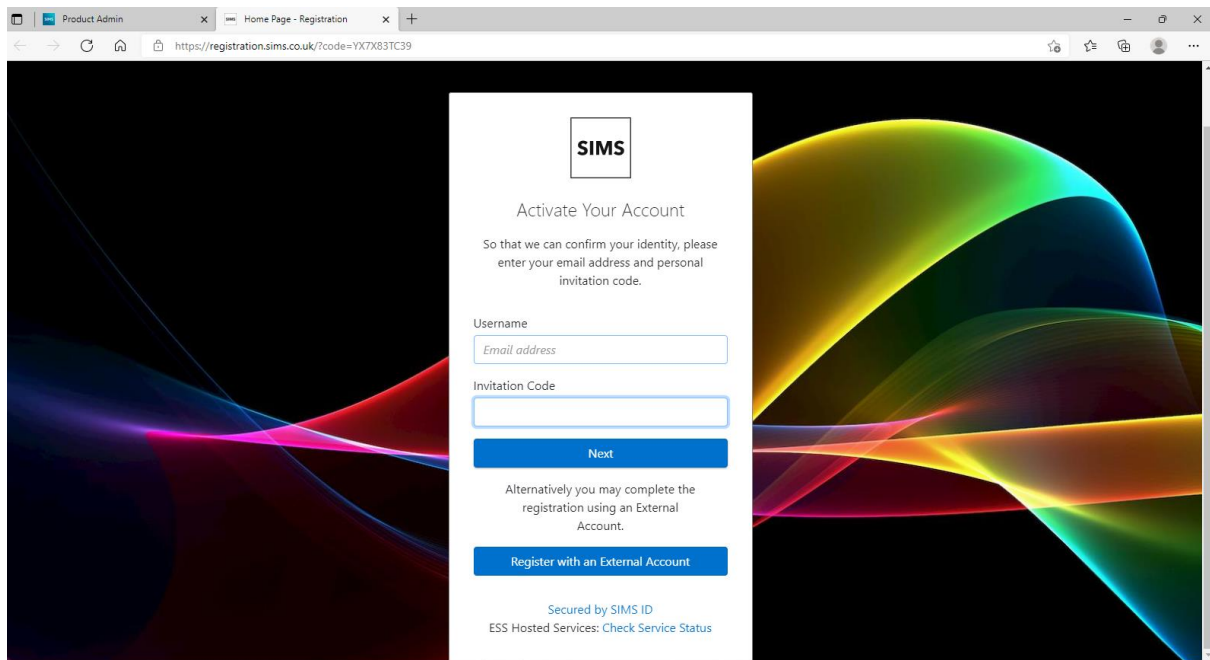
Open the registration email sent to you from **noreply@sims.co.uk**. **If you have not received an email please check your junk email before contacting the Academy.**



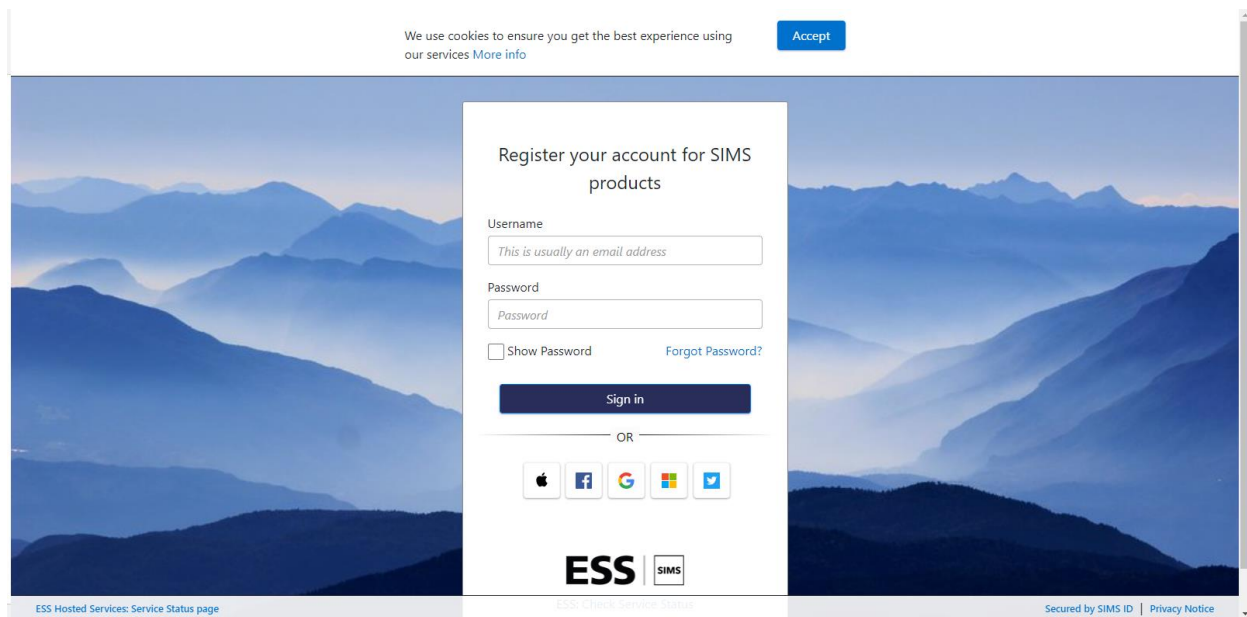
The screenshot shows an email interface with the following content:

- Reply, Reply All, Forward icons and date: Wed 02/03/2022 13:45
- Sender: noreply@sims.co.uk (King Edward VI Sheldon Heath Academy invites you to SIMS Parent)
- To: [Redacted]
- Message body: "CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before opening any links or attachments." followed by a registration invitation.
- Invitation text: "You're invited to start using SIMS Parent to manage your child's personal details at King Edward VI Sheldon Heath Academy. If enabled by the school, you can also view child's attendance, school reports, homework assignments and more. Simply accept this invitation and register within 90 days."
- Green button: "Accept Invitation"
- Text: "If the button above doesn't work, copy and paste the following link into your browser."
- Hyperlink: <https://registration.sims.co.uk>
- Text: "Should you need to enter it, your personal invite code is: [Redacted]"
- Text: "Once you've registered you can sign in using your web browser at www.sims-parent.co.uk"
- Text: "You can also use the app for convenience when you're out and about"

From the email please click on the **Accept Invitation** button or use the hyper link <https://registration.sims.co.uk>.




Please click on the **“Register with an External Account”**



At the bottom of the screen please select the External account you wish to use. Click on your chosen system e.g. Apple, Facebook, Gmail, Microsoft office 365 (Inc. Hotmail and live email addresses) or Twitter.

On the next page you should be asked to enter your sign-in information.

After successfully signing in to your account you should be presented with a screen similar to this



Registration

You will have received a new service invite code from either SIMS or from your school administrator.
Please enter the code below and tap or click Register.


Name (not you?)

Signed in with

Invitation Code

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Please enter your Invitation code, this can be found in your original invite email.



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)

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Please enter the Date of Birth of one of your children at the Academy (this is then checked with the date(s) of birth we have on record for your child\children).

After clicking on “Verify”, you will be taken to <https://www.sims-parent.co.uk> and will be signed in to your front page, this should display a profile picture and name for each of your children you have on-roll at the Academy. You can see more information for each child by clicking on your child’s profile picture.

You are now free to continue using the Web version (by visiting <https://www.sims-parent.co.uk>) of Sims Parent or alternately you can download and use the SIMS Parent app from either the Apple App store or Google Play Store remembering to sign in with the account you have used to register.

NOTE: When signing in on the website or the App please remember to select the relevant external account used above.

If you opted to use the SIMS ID account, please remember to keep your login details to allow you to access the system in the future. We are unable to reset these passwords and will have to recreate your account should you forget the password.