



SIMS PARENT GUIDE

A GUIDE TO SETTING UP AND USING SIMS PARENT



The **SIMS Parent Lite app** supports GDPR data accuracy by collecting the most up-to-date data on students and parents. The app enables the Academy to send notifications to parents reminding them to update their details, as well as supporting the safe transfer of any data and the upkeep of what is collected. This feature will replace the annual data collection sheets that the Academy sends out.

The Registration Process

Before you can use SIMS Parent, you will need to register.

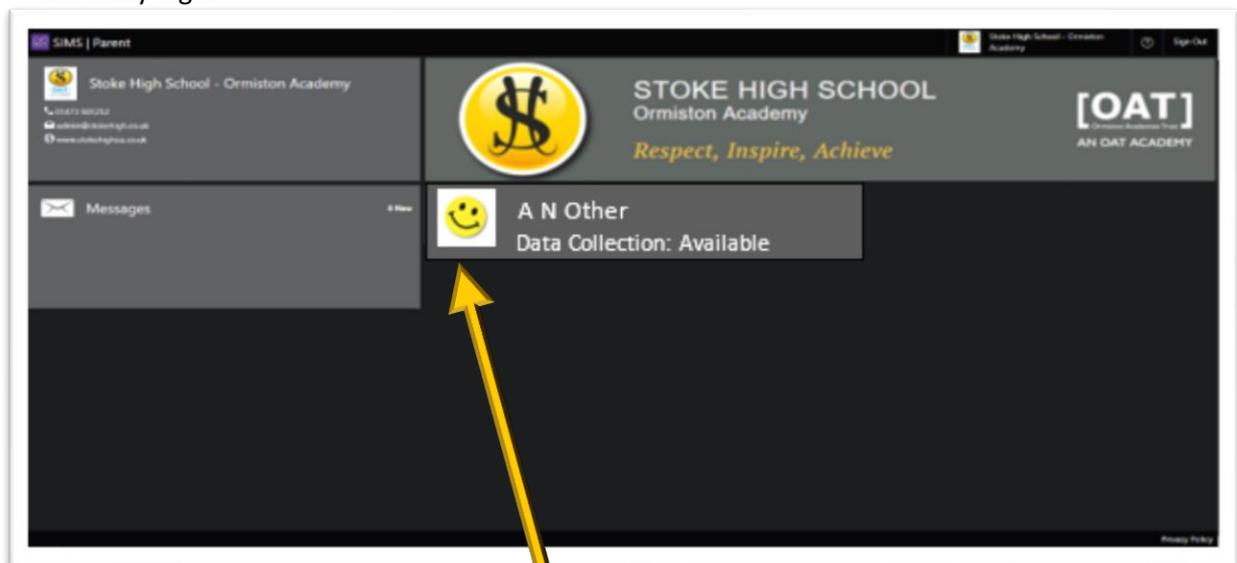
1. You will receive an activation email from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, then please check your junk folder and ensure that it has not been marked as SPAM. The email will contain a **unique registration code** and link to enable you to register.
 - a. You will need the date of birth of your child, who attends Stoke High School – Ormiston Academy.
 - b. You will need either a Microsoft, Office 365, Google, Facebook or Twitter account. You can use an existing account (e.g. Hotmail, Gmail, etc) or you can create a new one online.
2. Open the email and click the link or the website URL as instructed. A new internet browser window will open, and you will be asked to login.
3. The SIMS ID option is only for staff members of the Academy. Click the relevant icon for your sign in choice and you will be directed to sign in using your existing details. You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Parent to use your account.
4. You will now be asked to enter your **unique registration code**. If you were able to use the link in the email then the code field will automatically be populated, if not then, either copy and paste, or type the code from your original email.
5. Input the **date of birth** of your child (or any of your children if you have more than one) who attends the Academy. This is for security purposes only and this information will not be used in the SIMS Parent system.
6. Click the **Register** button to continue.



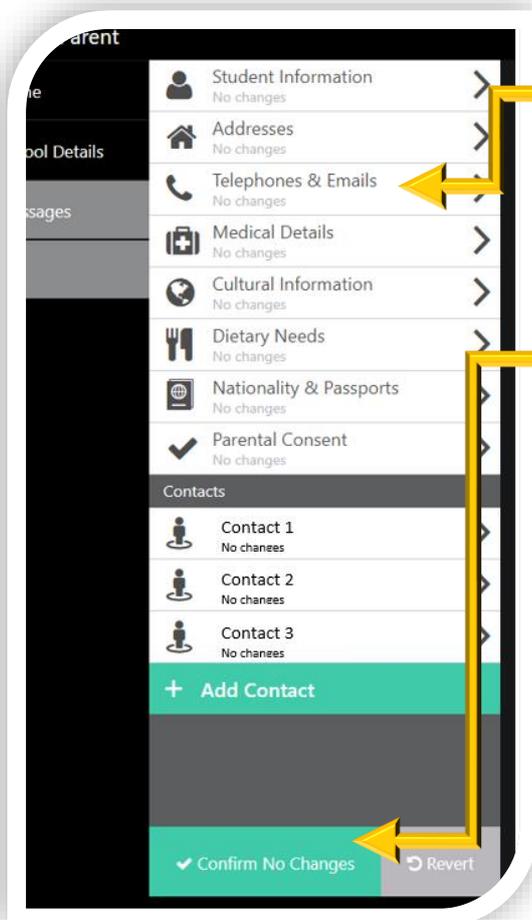
Once the registration process is complete then you can sign in via: www.sims-parent.co.uk or by downloading the App for iOS and Android devices.

Using Sims Parent Lite – updating the data

1. Once you have registered to use SIMS Parent Lite you can either make changes via the App or through your internet browser. If using your browser, please use the link from the Stoke High School website.
2. This is how your screen will look, your child(ren) will be shown under the Stoke High School - Ormiston Academy logo.



3. Click on the student you wish to update details for.



4. You can now update the following information for the student: Student Info, Addresses, Telephone and Emails, Medical Details, Cultural Information, Dietary Needs, Nationality, Passport and Parental Consent for photographic use and emails and Contact Details.

5. Click Submit Changes (or Confirm No Changes, if we have requested an annual check of details) and the information will be sent to the Academy to approve. During this time, 'Data Collection' will enter a read-only state where you can still view your child's record but will not be able to alter it. The data for your child will still reflect the original information until the Academy has approved the changes.

6. You will receive an email confirmation once the changes have been approved.

7. You can update the data collection sheet at any time throughout the year.