



Guide for Parents – Accessing SIMS Parent

SIMS is the Management Information System which most schools use throughout the UK to keep pupil data. These instructions are for use from October 2019 onwards, when adults with parental responsibility will receive an ***e-mail invitation*** to register with SIMS Parent which can be accessed on an iOS or Android device, or from a computer.

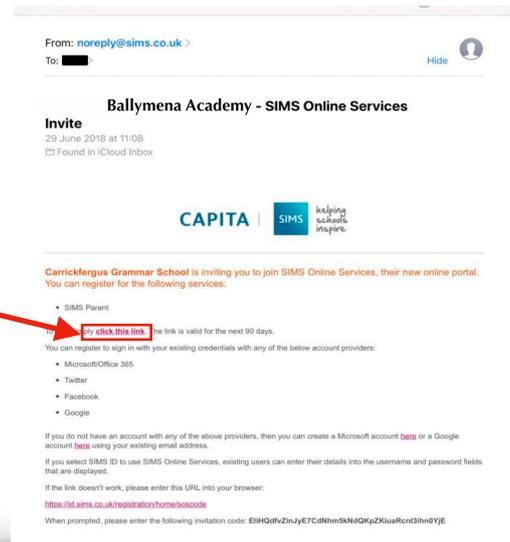
There are two steps in the process.

- registering with SIMS Parent
- downloading and connecting the app.

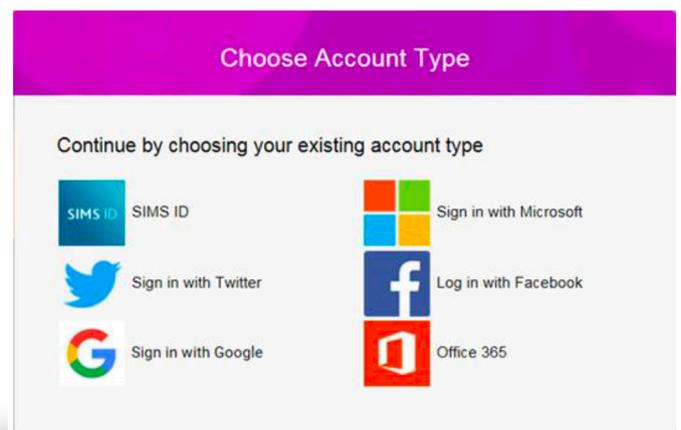
Registering

1. The school will instigate an e-mail from **noreply@sims.co.uk** – Click on “click this link” to get started.

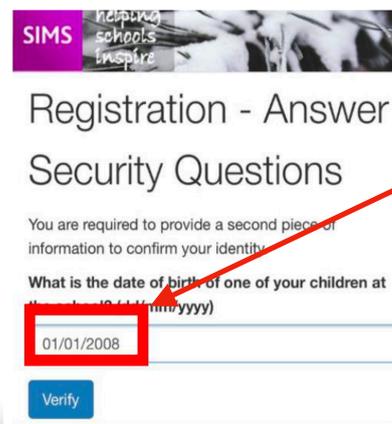
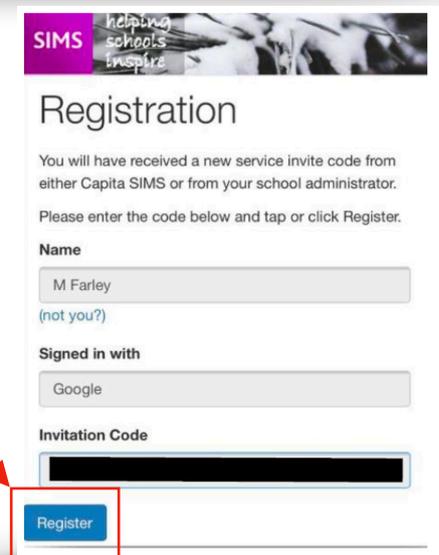
If your code has expired or you did not receive an email, please email simsparent@ballymenaacademy.org.uk



2. Sign up to the app using a pre-existing account. Google, Microsoft and Facebook can be used. When asked, enter your existing username and password for your account.



3. The Registration screen should now appear with an invitation code already inserted. Click **Register**



4. You will need to answer a security question for example date of birth of one of your children using the format shown. Click **Verify**.

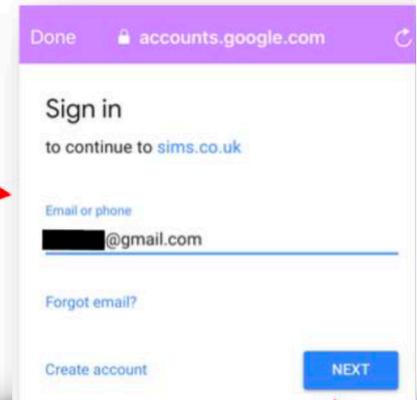
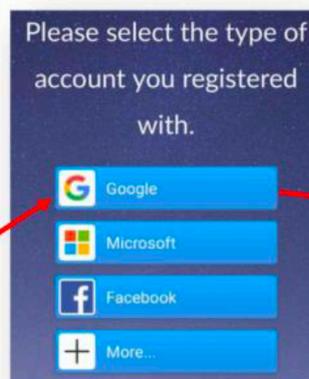
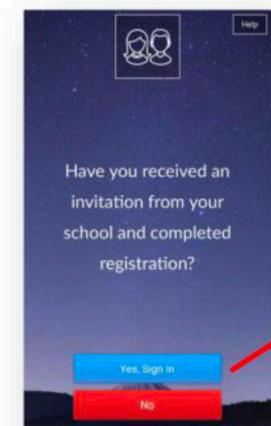
Downloading & Connecting



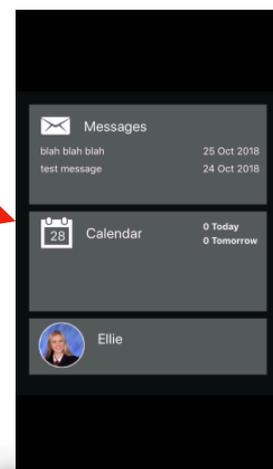
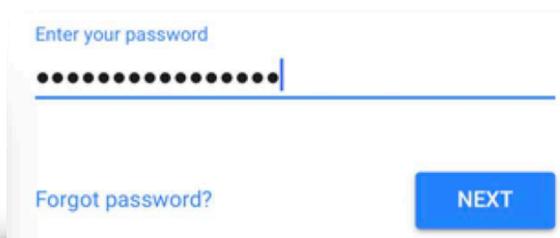
1. Open the **App Store** and search for Sims Parent



2. Once the app has downloaded, open the App and sign in using the same account as you registered with - our example uses Google.



3. Enter your password and your home screen should look like this.

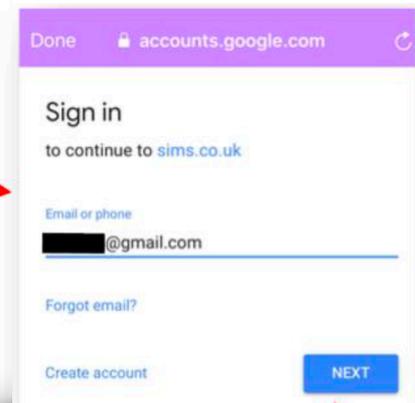
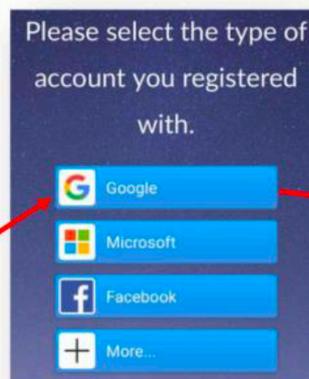




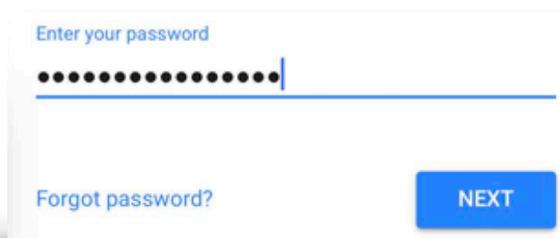
1. Open the **Google Play Store** and search for Sims Parent



2. Once the app has downloaded, open the App and sign in using the same account as you registered with - our example uses Google.



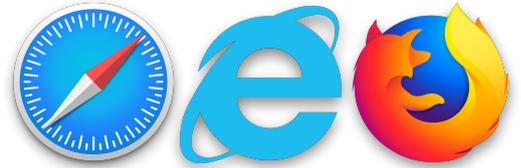
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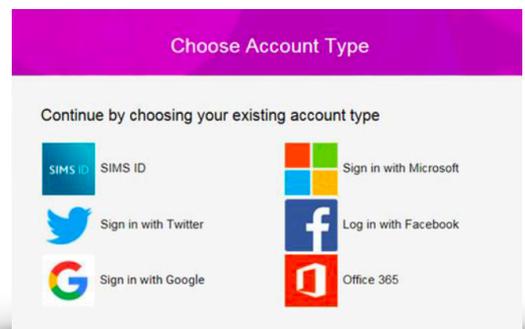


Computer

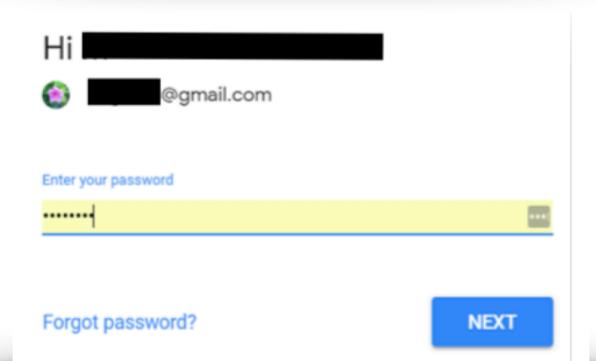
1. Open your browser and go to www.sims-parent.co.uk



2. Sign in with the same account you registered with.



3. Type in your username and password



4. Your home screen should now look like this

