

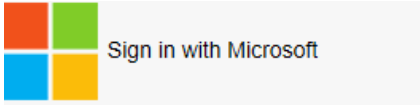
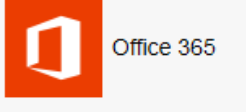
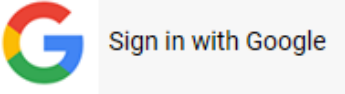
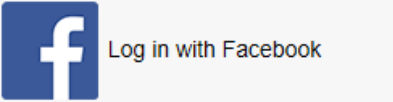

CAMBRIDGE HOUSE GRAMMAR SCHOOL

SIMS PARENT APP SETUP GUIDE

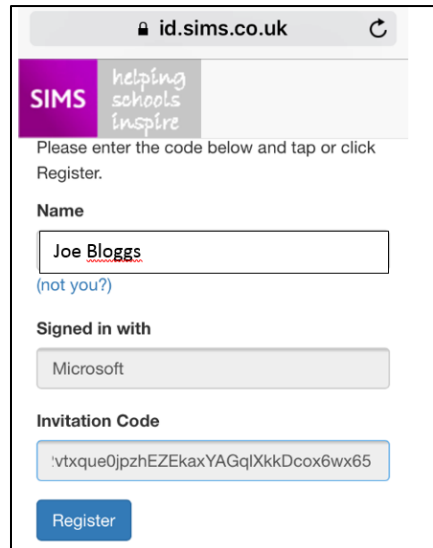
1. An email will be sent to you by the school, inviting you to become a SIMS Parent App user. You will receive a registration email from **noreply@sims.co.uk** containing a unique invitation code. If you have not yet received a registration email, please check your SPAM or JUNK folder. You don't need to make a copy of the code as it will be entered for you.

2. Open the email and click the link as instructed. A new Internet browser window will open and you will be asked to **Sign in**.

3. Select an existing account of your choice with which you would like to register. Currently, only the options below are available to sign in. If you use a BT or Yahoo email for example, you will need to use another account type from the list below to sign in. **Cambridge House does not see or have any access to the account you use.**

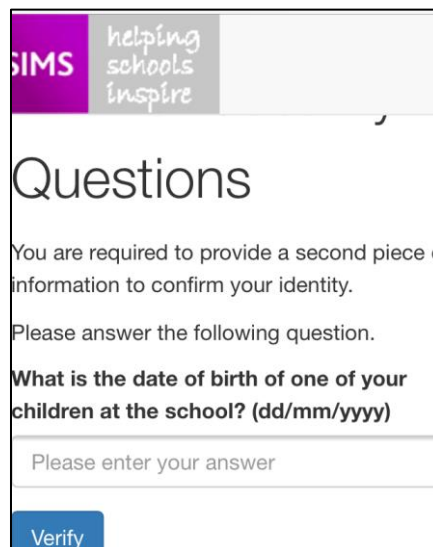
Option	Used with
 The image shows a button for signing in with Microsoft. It features the Microsoft logo (four colored squares: red, green, blue, yellow) on the left and the text "Sign in with Microsoft" on the right.	Hotmail, Outlook, Live
 The image shows a button for Office 365. It features the Office 365 logo (a white square with a red border) on the left and the text "Office 365" on the right.	Office 365, C2K
 The image shows a button for signing in with Google. It features the Google logo (a colorful "G") on the left and the text "Sign in with Google" on the right.	Gmail, Google Mail
 The image shows a button for logging in with Facebook. It features the Facebook logo (a blue square with a white "f") on the left and the text "Log in with Facebook" on the right.	Any Facebook account
 The image shows a button for signing in with Twitter. It features the Twitter logo (a blue bird) on the left and the text "Sign in with Twitter" on the right.	Any Twitter account

4. Having entered the username and password for the chosen account, you will see the SIMS Registration Form – this should autocomplete, with your name, chosen sign in account and Invitation Code. Select REGISTER.



The screenshot shows a web browser at id.sims.co.uk. The SIMS logo is in the top left, with the tagline 'helping schools inspire'. Below the logo, it says 'Please enter the code below and tap or click Register.' The form has three main sections: 'Name' with a text box containing 'Joe Bloggs' and a '(not you?)' link; 'Signed in with' with a button for 'Microsoft'; and 'Invitation Code' with a text box containing '\txque0jpzhEZEkaxYAGqIXkkDcox6wx65'. A blue 'Register' button is at the bottom.

5. You will then be asked for the date of birth of one of your children at the school, in the form DD/MM/YYYY (e.g. 07/09/1977). You may be asked for your own date of birth, but please use the data of birth of one of your children.



The screenshot shows the 'Questions' section of the SIMS registration process. It features the SIMS logo and tagline at the top. The main heading is 'Questions'. Below it, the text reads: 'You are required to provide a second piece of information to confirm your identity. Please answer the following question.' The question is: 'What is the date of birth of one of your children at the school? (dd/mm/yyyy)'. There is a text input field with the placeholder 'Please enter your answer' and a blue 'Verify' button at the bottom.

6. You have now registered for SIMS Parent. You can download the app from the Google Play or Apple App store by searching for **Sims Parent**.

7. Once you have downloaded **SIMS Parent**, you will be asked to sign in using your chosen log-in account details. Once you have registered you can also use www.sims-parent.co.uk from any web browser.

8. Once logged into the app, you will see a screen with options for Assessment, Attendance, Timetable, Reports and Data Collection. From the homepage you can select which of your children you would like to see details for.

To see any comments, please select the Attendance option. Dates where comments have been left will be identified by a triangle in the upper right corner of the date.

Reports will be made available in pdf form so these can be viewed on your phone, tablet or computer.

Key dates can be viewed in the calendar and any messages sent to you will be available under the Messages option.

The Data Collection option is used to notify the school of any changes in your or your child's details.

