Walton Academy 2018

SIMS PARENT APP SETUP GUIDE

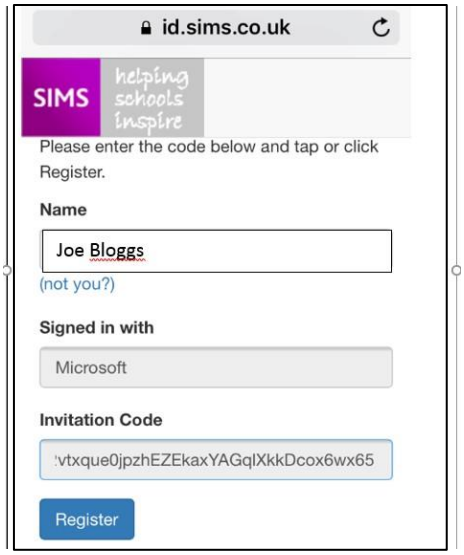
1. An email will be sent to you by the school, inviting you to become a SIMS Parent App user. You will receive a registration email from **noreply@sims.co.uk** containing a unique invitation code. If you have not yet received a registration email, please check your SPAM or JUNK folder. You don't need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

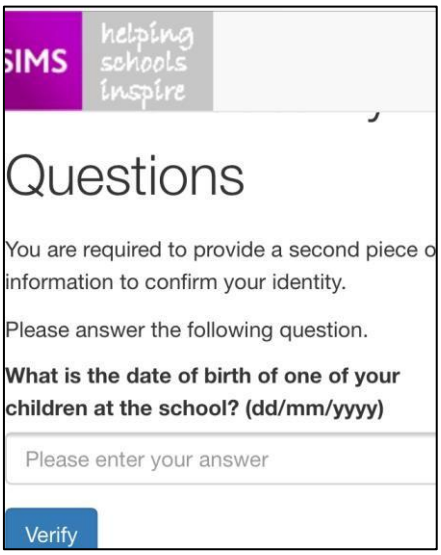
3. Select an existing account of your choice with which you would like to register. Currently, only the options below are available to sign in. If you use a BT or Yahoo email for example, you will need to use another account type from the list below to sign in.
Rainey Endowed does not see or have any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

Option	Used with
	Hotmail, Outlook, Live
	Office 365, C2K
	Gmail, Google Mail
	Any Facebook account
	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.



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.



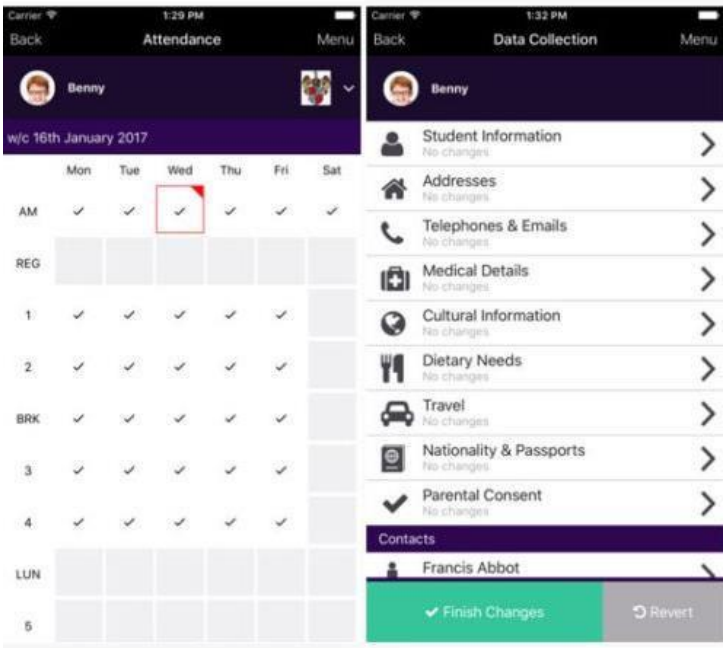
6. You have now registered for SIMS Parent. You can download the app from the Google Play or Apple App store by searching for **Sims Parent**.

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.