

# SIMS PARENT App Guide

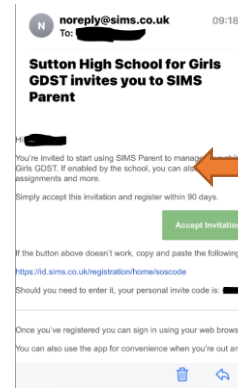


1

You will receive an activation email to the email account we have on your daughter's school record.

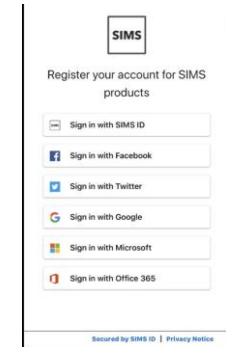
(The email will be from **noreply@sims.co.uk** - please check your SPAM or Junk folder if you cannot find it).

2



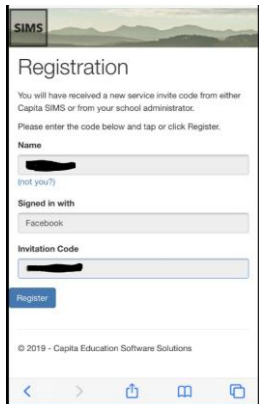
Select **Accept Invitation** from the email sent from **noreply@sims.co.uk**

3



Select one of the acceptable accounts to register with, or create a new email account (which can be deleted once registration is complete)

4



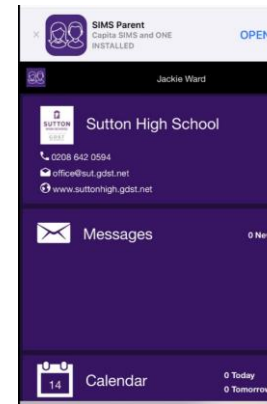
The **Invitation Code** should already be populated on the **Registration** screen. If not displayed, please copy from email invitation. Click the **Register** button.

5



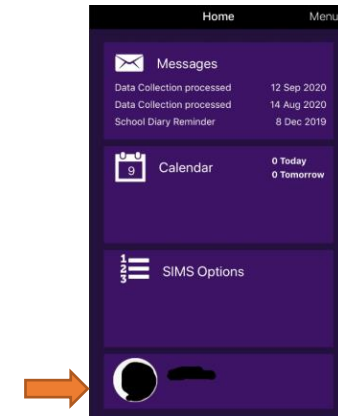
Answer security question (DOB of child at school) then select **Verify**.

6



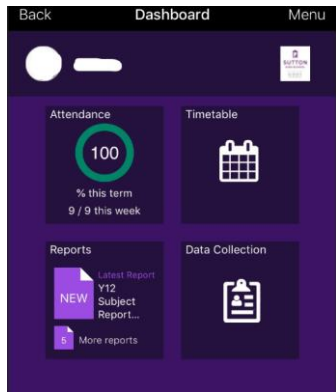
Open the SIMS Parent App either via [www.sims-parent.co.uk](http://www.sims-parent.co.uk) or the Sims Parent App from Google Play Store (Android) or Apple Store. Sign in to the App by using the email address used to register.

7



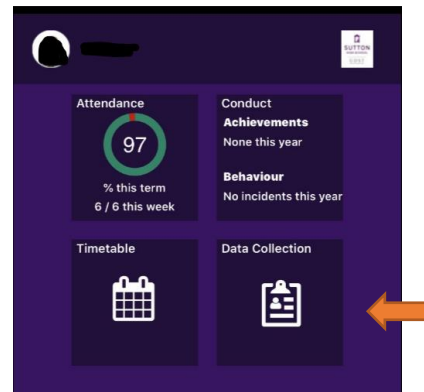
At the bottom of the page select the tab with your daughter's picture and name.

8



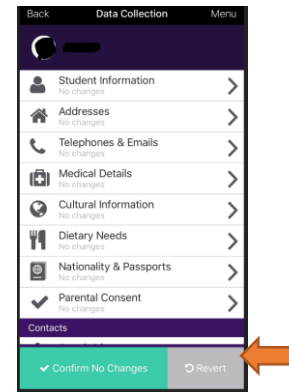
Your daughter's **attendance**, **timetable** and available **reports** can be viewed by selecting the relevant tiles.

9



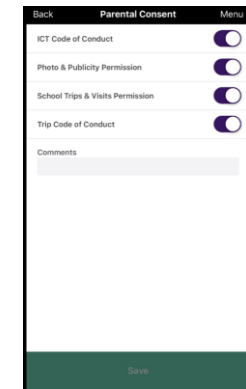
Select the **Data Collection** Tile to update the school of any changes to the details we hold for your daughter.

10



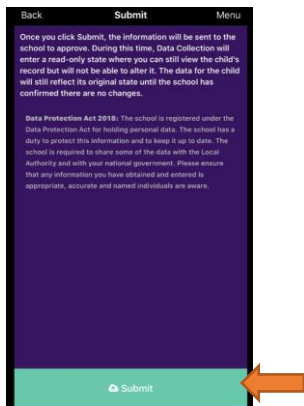
Select each section and check that the information is correct and ensure that any changes are saved or confirm that there are no changes

11



Finally, select the **Parental Consent** section and ensure that for all areas where consent is given the slider is located to the right and **save changes**

12



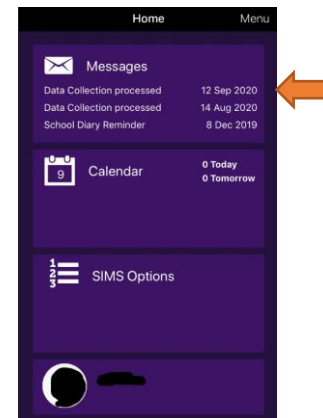
**Submit (even if no changes have been made).**

13



Once data collection has been submitted the data collection tile will show '**Review Pending**'

14



Once changes have been updated you will receive a message of confirmation

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If you require assistance registering, or accessing the Parent App please email: [phil.tech@how.gdst.net](mailto:phil.tech@how.gdst.net)