



Head Teacher  
Mrs Michelle Ashfield

## SIMS Parent Lite App Setup



Our pupil data collection information (e.g. medical information, contact information, etc.) is now going digital, your confidential information will now be sent out and collected via the SIMS Parent Lite app.

This booklet will help you register for the app or website on your smartphone or computer, and show you how to sign in for the first time.

The school will send you an email with your unique invitation code, which you will need to set up your SIMS account.

If you need to update your email address or if you have any queries about the app please contact the school office on the number below.

If you have registered & downloaded the app, please complete your child's data collection via the app.

Saughall Road, Blacon, Chester CH1 5EZ.

Phone 01244 981744 Fax 01244 370277 Email [head@thearches.cheshire.sch.uk](mailto:head@thearches.cheshire.sch.uk)



DATA COLLECTION SHEET

Please check that the information below is correct.  
Complete any missing details, and return to the school office.

<b>Surname:</b>	<b>Legal Surname:</b>
<b>Forename:</b>	<b>Middle name:</b>
<b>Chosen name:</b>	<b>Gender:</b>
<b>Date of Birth:</b>	<b>Year:</b>
<b>Address:</b>	<b>Reg Group:</b>
<b>Post Code:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1		<b>Tel:</b> <b>Mobile:</b>	<b>Tel:</b> <b>Email:</b>
2			<b>Tel:</b> <b>Email:</b>

**Travel Arrangements**  
If the above information is correct, please tick the appropriate box.

<input type="checkbox"/> Bicycle	<input type="checkbox"/> School Bus	<input type="checkbox"/> Car Share
<input type="checkbox"/> London Underground	<input type="checkbox"/> Train/Tram/Bus/Coach/Minicab/Taxi/Other	<input type="checkbox"/> Other

**Route**

**Dietary Needs**  
**Dietary Preferences**  
**Meal Arrangement**  
If the above information is incorrect, please tick the type of meal.

Type of meal	Mon	Tue	Wed	Thu
School Meal				
Packed Lunch				
Home				

**Medical Practice:**  
**Address:**  
**Telephone Number:**

**Medical Condition(s)**

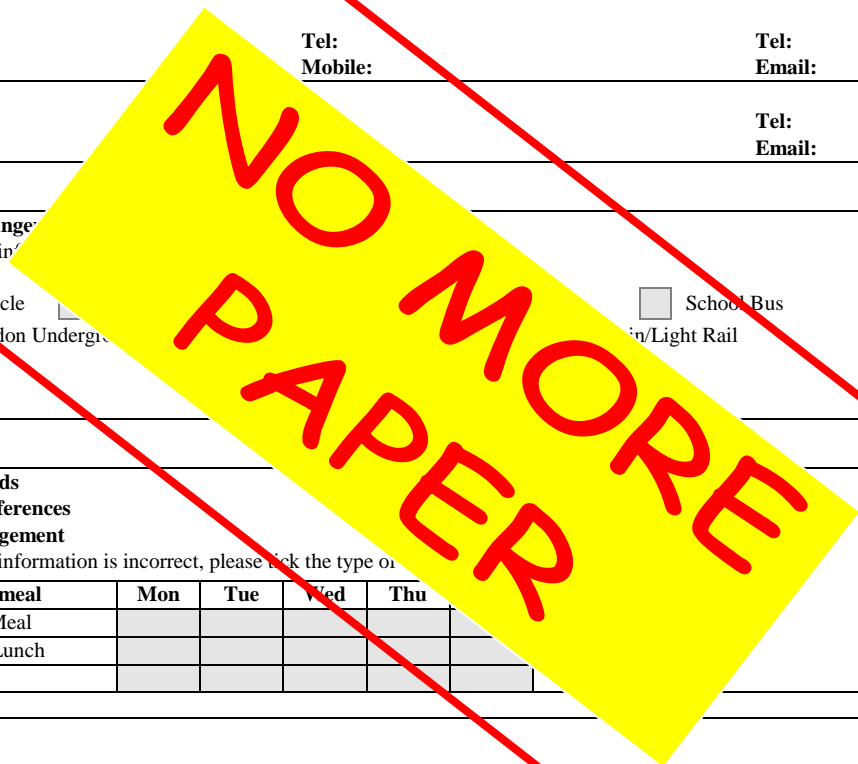
**Medical Note(s)**

**Disabilities**

**Ethnicity:** **First Language:**  
**Religion:** **Home Language:**

**Data Protection Act 1998:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

**Signature:** **Date:**



## Who should read this guide?

This guide is intended for use by parents, students and school staff registering accounts with SIMS Online Services. School staff registering as administrators after the Service has been set up can also use this guide.

**IMPORTANT NOTE:** The Administrator responsible for registering the school during setup of the service should not use this guide. The initial administrator should refer instead to the guidance on Joining SIMS Online Services in the SIMS Parent and SIMS Parent Lite Setup Guide (<https://myaccount.capita-cs.co.uk/hot-topics/sims-parent-app-student-app/>).

## How do I register?

**NOTE:** Users with multiple roles need to register only once. For example, users who are both a parent and a teacher should register as either a parent or a teacher but should not register as both. Once registered, all of the relevant parent and teacher information will be available.

1. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your SPAM folder before contacting your school.

**IMPORTANT NOTE:** To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter or SIMS ID.

Only users with an existing SIMS ID account can use SIMS ID to register.

For guidance on setting up a Third Party account, please refer to the Setting up a Microsoft or Google Account document, which is available from the Hot Topics area of My Account (<https://myaccount.capita-cs.co.uk/hot-topics/sims-parent-app-student-app/>).

2. Follow the link in the email to be directed to the registration page.



3. Click the button for your preferred account and you will be directed to sign in.
  - Users who already have a SIMS ID account can sign in with SIMS ID.
  - Users who do not have a SIMS ID account should register with a Microsoft (including Office 365), Google, Facebook or Twitter account.
  - To use Facebook or Twitter, click the **Use another provider** button.



- The **Use another email account** button launches the **Microsoft Create account** page (<https://signup.live.com/>), where you can create a Hotmail account.
  - The **Use another provider** button returns you to the previous screen.
4. Having selected your account provider, follow the on-screen registration process.

## How do I sign in?

Once the registration process is complete, users can sign in via the following URLs.

For Parents

<https://www.sims-parent.co.uk>  
or via the SIMS Parent app\*

For Students

<https://www.sims-student.co.uk>  
or via the SIMS Student app\*

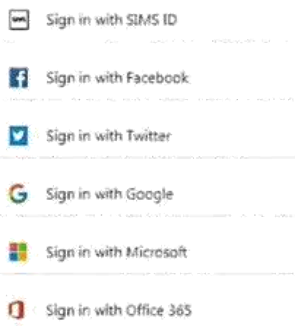
For Schools

- Product Admin Portal <https://admin.sims.co.uk>
- Parental Engagement Portal <https://www.sims-engagement.co.uk>
- Activities Portal <https://organiser.sims-activities.co.uk>

\* The apps are available for iOS and Android devices via the Play Store or iTunes.



Sign in to SIMS Parent



1. Click the icon for the account that you registered with.  
A new window will open.
2. Enter your sign in details.

## Why can't I register?

- If you do not have a SIMS ID account, you should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details. If you try to enter your Microsoft, Office 365, Google, Facebook or Twitter details in the SIMS ID **Username** and Password fields, the following error will be displayed.

SIMS

Sign in to SIMS Parent:

Username  
Username

Password  
Password  
In the interest of security you are advised not to save your username or password in the browser  
Show Password  
Forgotten your SIMS ID Password?

OR

Sign in with SIMS ID

Sign in with Facebook

Sign in with Twitter

Sign in with Google

Sign in with Microsoft

Sign in with Office 365

Sign in

- Before completing the registration process, users should be signed out from all accounts. Alternatively, the registration process should be carried out in a private browser window.
- If you have forgotten your password, please contact Microsoft, Office 365, Google, Facebook or Twitter and request a new password.

## Who do I contact for help?

If you have a question about your SIMS Online Services Account, please contact your school.

Once you have signed into your SIMS Online Services product, further help is available by selecting **Help** from the menu or clicking the item in the footer.