



SIMS PARENT LITE APP PARENT SET UP GUIDE

In order to support compliance with the General Data Protection Regulation (GDPR) and in our bid to become a paper-free Eco school, instead of handing out our current data sheets, Queensgate will be using SIMS Parent Lite to collect, manage and handle key information about your child by obtaining accurate data securely from you. This will begin to roll out to each year group in turn after the Easter break, starting on Week 1 with Reception with Year 1 on the second week and so on until Year 6 on the first week back after the half term break. We will send a text out once the invitation is sent so you can check your inbox/junk folder.

The SIMS Parent Lite app provides a convenient and accessible solution for parents and carers to electronically review and request changes to the data held on them and their children via smartphone, tablet, or PC anytime, anywhere. You will be able to provide additional information on crucial details such as medical information or dietary requirements. When a change request is submitted by you, automatic emails are sent to Queensgate's school office. Administrators are able to view previous requests and details of any action taken via the audit trail within SIMS.

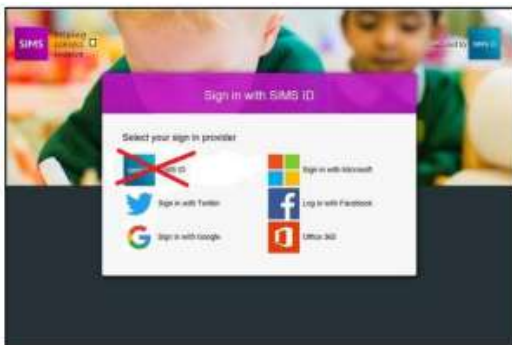
Invites will only be sent out to parents/carers with PARENTAL responsibility – nobody else on your contact list will be able to see information related to your child/ren. Only those with parental responsibility will be able to make changes to the information held.

From time to time, we may send notifications to remind you to update your child's details, eliminating paper-based data collection and manual errors. To Access SIMS Parent Lite Usernames and passwords are not issued directly by the school but are managed by the school administrators through the SIMS management system.

Step 1. You will receive an email invite from noreply@sims.co.uk

Step 2. Select 'Accept Invitation'. **You have 5 days to do this.**

Step 3. Select the account type you want to register with....



You can use your existing personal Facebook, Twitter, Google or Microsoft Account credentials to log into the SIMS Parent Lite App as pictured below.

DO NOT USE SIMS ID

If you do not have any of the above then please find below links to create a free Google or Microsoft Account:

Creating a Google Account Instructions for how to set up a Google Account are available directly from Google (<https://support.google.com/accounts/answer/27441?hl=en>).

Creating a Microsoft Account Instructions for how to set up a Microsoft Account are available directly from Microsoft (<http://windows.microsoft.com/en-GB/windows-live/sign-upcreateaccount-how>).

Step 4. Log in with your preferred account using your own log in details.

Working together for a successful future

Step 5. Registration! The following page will appear:



The invitation code field will be populated automatically.

Step 6. Security question – please enter the date of birth of one of your children.

Step 7. Wait for about 30 seconds while your account is created.

Step 8. You are now registered to use SIMS Parent Lite which can be accessed from either www.sims-parent.co.uk on your PC or ipad or by downloading the SIMS Parent App from Google Play Store (Android) or Apple Store. To download the app; simply go to your app store and search for SIMS Parent.

For information about the Privacy of SIMS Parent please click here <https://www.simsparent.co.uk/#/privacy>

If you need any help/support to register please come in and speak to our office staff, we are here to help.