

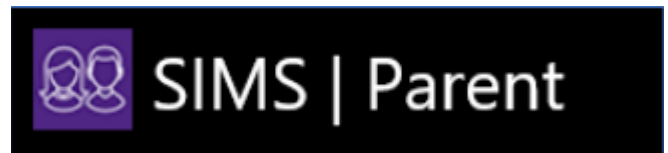


HURLINGHAM
SCHOOL

SIMS Parent App

What will you find in the SIMS Parent App:

- School term, inset dates and contact details available at the click of a button
- Access to electronically update your contact details, for up-to-date emergency information
- Important push messages from school, including event reminders and newsletters
- Other information and club sign up



The **SIMS Parent App** can either be downloaded to an Android or Apple phone, or accessed via a website. *There is no charge for accessing the Parent App.*

What do I need to register for the SIMS Parent App?

Before beginning the registration process, you will need the following:

- Your unique registration email.
We will send you a registration email that contains a registration link and an invitation code. This email will be sent from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, please check your junk mail and ensure it has not been marked as spam/junk.
- The date of birth of one of your children who attends the school.
- Either a Microsoft (including Office 365), Google, Facebook, Twitter or SIMS ID account.
- You can use an existing account (e.g. a Hotmail account) or create a new one online - they are free and easy to set up and you can use any valid email address and password.

How do I register for the SIMS Parent App?

Open your unique registration email and click the link as instructed. A new browser window will open and you will be asked to log in. You should register with either a Microsoft (including 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 (i.e. your username and password for that existing account).

IMPORTANT NOTE: Before completing the registration process, you should be signed out from the chosen account you're planning on using to register with e.g. Facebook. Alternatively, the registration process should be carried out in a private browser window. You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Parent to use your account.

You will now be asked for an invitation code. If you were able to click the link in the email you received, this field will be populated automatically. If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.

Enter the Date of Birth (using the format DD/MM/YYYY) of one of your children attending the school (not your date of birth). This is for security purposes only and this information will not be used in the SIMS Parent system. Click the Register button to continue.

NOTE: Users with multiple roles need to register only once. For example, users who are both a parent and a teacher at the same school 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.

How do I download the SIMS Parent App?

The SIMS Parent app can be downloaded for free from the Apple Store (iOS) or the Play Store (Android).

- Open the Play Store or Apple Store on your device.
- Using the Search facility, enter SIMS Parent.
- Select SIMS Parent by Capita Plc from the search results.
- Tap INSTALL to download the app.

Once the app has downloaded successfully, tap Open to register and start using the app.

Please allow any notifications, if prompted to do so.

How do I sign in to the SIMS Parent App?

Click the icon for the relevant Third Party account that you registered with e.g. Google or Facebook.

Enter your Sign in details.

I don't have a smartphone, how can I access the SIMS Parent App?

If you have access to a tablet device, laptop, desktop computer you can sign in via the following website <https://www.sims-parent.co.uk> , selecting the icon for the relevant Third Party account that you previously registered with. Ensure that you sign out of the Parent App website after use, if you are using a shared computer or a computer at a public library or internet café.