

Parent Crib sheet to register with the SIMS Parent App

The Parent App is using new single sign in technology whereby you use one of your own accounts to sign in to your child's information from the Academy. I know some people are wary about this, but I assure you're not exposing your personal life or your child's academic life. The security is tight and can only be accessed if you follow the procedures below.

1. Our school database holds contact information against each child in the school, one piece of information is your contact email address. This email address is the key to your invitation to join the Parent App and authentication. So, if you think you haven't received an invitation it is possible that you have changed your email address at some point and haven't advised the school. Just to mention changing your email address in "Parentmail" doesn't change the school database, you have to email : adminpool@jfan.org.uk
2. If your email is correct you will have received an email that looks like this:

noreply@sims.co.uk
to me ▾ 7:52 AM (5 minutes ago) ☆

Joyce Frankland Academy is inviting you to join their new online portal.
To join, simply [click this link](#). The link is valid for the next 14 days. **You do not have a SIMS ID**

You will be directed to the sign in page where:

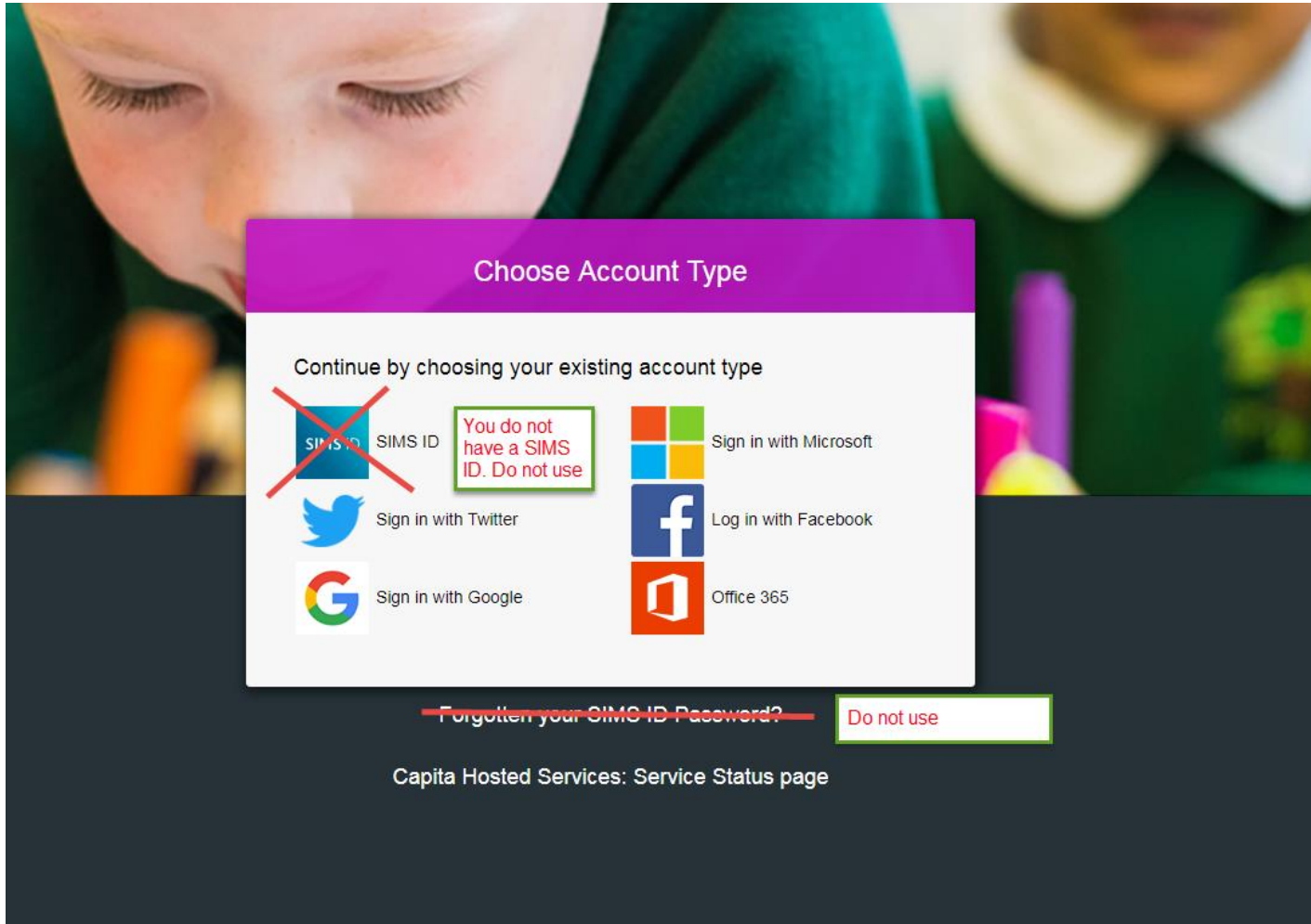
- Users with an existing SIMS ID account can enter their details into the username and password fields that are displayed
- Users that don't have a SIMS ID account should click on the icon for the type of account you would like to use (Microsoft/Office 365, Twitter, Facebook, Google) and you will be directed to sign in using your existing details

If the link doesn't work then please enter this URL into your browser:
<https://id.sims.co.uk/registration/home/soscode>

When prompted enter the following invitation code: **Wz0N2EoBRzWXXaBET1zMWCRknhsuGdz0Lstd93z36E**

3. The noreply@sims.co.uk can sometimes be filtered by your email account a junk or spam, so please take a look in those folders first.

- It is important that you follow the instructions in the email before you touch the App on your phone or tablet. You will be asked which account you wish to sign in with. **Do not** chose SIMS ID



5. The next screen you will see is:

The screenshot shows the SIMS Registration page. At the top left is the SIMS logo with the tagline 'helping schools inspire'. At the top right, it says 'Hello Kim Henson'. The main heading is 'Registration'. Below this, there is a paragraph: 'You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service. Please enter the code below and tap or click Register.'


The registration form consists of three rows:

- Name:** A text input field containing 'Your Name' with a green box around it. To the right is a link '(not you?)'.
- Signed in with:** A dropdown menu showing 'Facebook' with a red arrow pointing to it. To the right is a green box containing the text 'Which ever account your have chosen'.
- Invitation Code:** A text input field containing the alphanumeric code 'Wz0N2EoBRzWXXaBET1zMWCRknhsuwGdz0Lstd93z36E' with a red arrow pointing to it. To the right is a green box containing the text 'The unique code that is at the bottom of your email'.

At the bottom of the form is a blue 'Register' button.

6. Click on Register.
7. The next screen : You have to enter the birth date of your child, if you have more than one child in the school just choose one of them. Click on verify. This is the link back to our database. If you get an error at this point you will need to ring admin at school to check that the dates of birth are

correct and that all your children are linked to your account.

Hello Kim Henson ▾

Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

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8. Once you are verified you will be able to go onto the APP using the account you specified. If at any point you change your email address or the account, you wish to use you will have to ask for a new activation code and have your contact details changed on the school database.