



Distinguished School

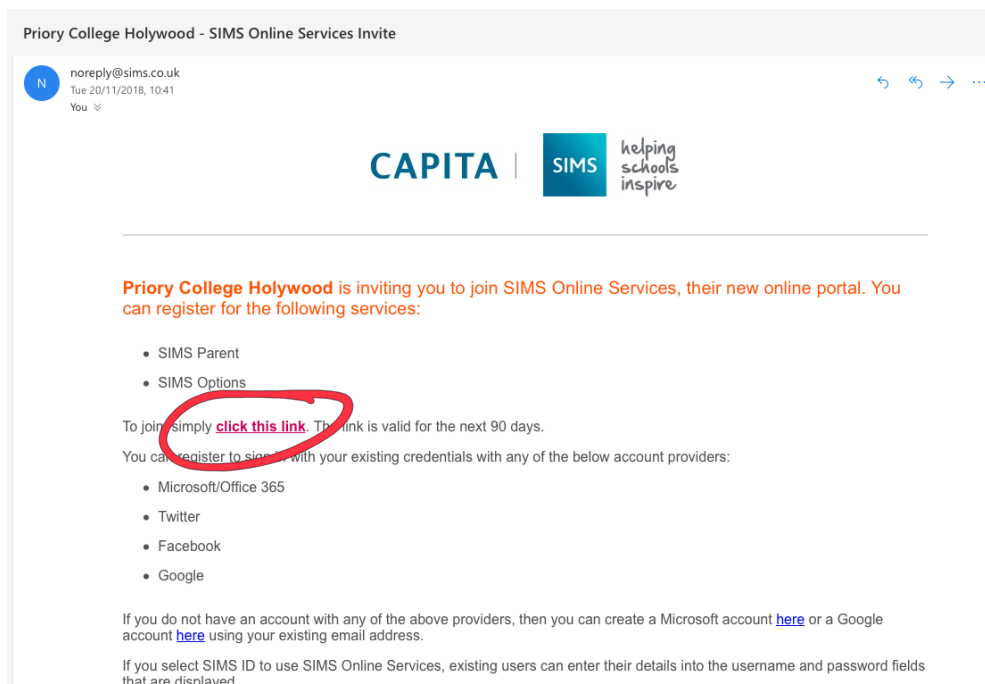
Recognised by Apple as a distinguished school for continuous innovation in learning, teaching, and the school environment.



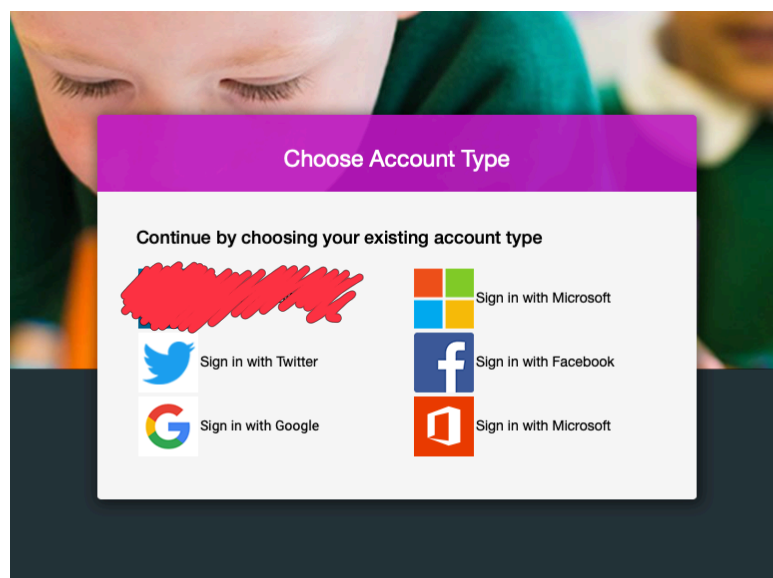
**PRIORY**  
INTEGRATED COLLEGE  
· HOLLYWOOD ·

## SIMS PARENT APP SET UP GUIDE

1. An email will be sent to you by the school, inviting you to become a SIMS Parent App user. You will receive a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code. If you do not receive a registration email, please check your SPAM or JUNK folder. If you still have not received an email you have not provided the school with an email address. Please email the school office and provide them with a working email address. Email [info@priorycollege.hollywood.ni.sch.uk](mailto:info@priorycollege.hollywood.ni.sch.uk)

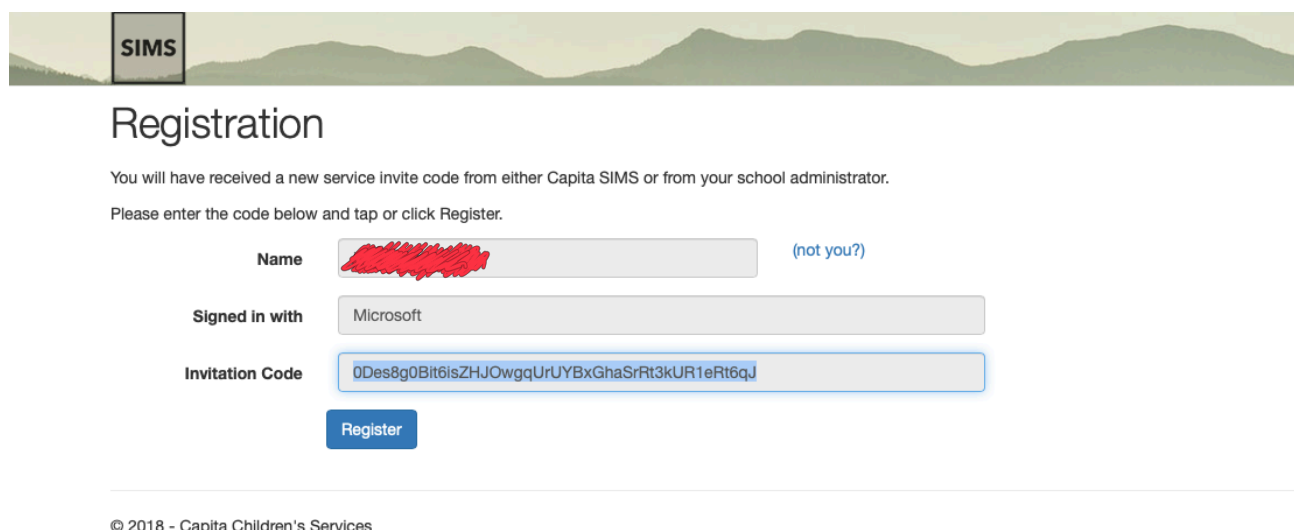


2. Open the email and click the link as instructed. A new Internet browser window will open and you will be asked to Sign in.



3. Select an existing account of your choice with which you would like to register. Currently, only the options below are available to sign in. If you use a BT or Yahoo email for example, you will need to use another account type from the list below to sign in. Priory College does not see or have any access to the account you use.

4. Having entered your username or email and password for the chosen account, you will see the SIMS Registration Form - this should autocomplete, with your name, chosen sign in account and Invitation Code. Select REGISTER.



The image shows the SIMS Registration form. At the top is a header with the SIMS logo and a mountain background. Below the header is the title "Registration". A message states: "You will have received a new service invite code from either Capita SIMS or from your school administrator. Please enter the code below and tap or click Register." The form has three input fields: "Name" (with a redacted value and a "(not you?)" link), "Signed in with" (with "Microsoft" selected), and "Invitation Code" (with a long alphanumeric code). A blue "Register" button is at the bottom. The footer says "© 2018 - Capita Children's Services".

**SIMS**

## Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.  
Please enter the code below and tap or click Register.

**Name**  [\(not you?\)](#)

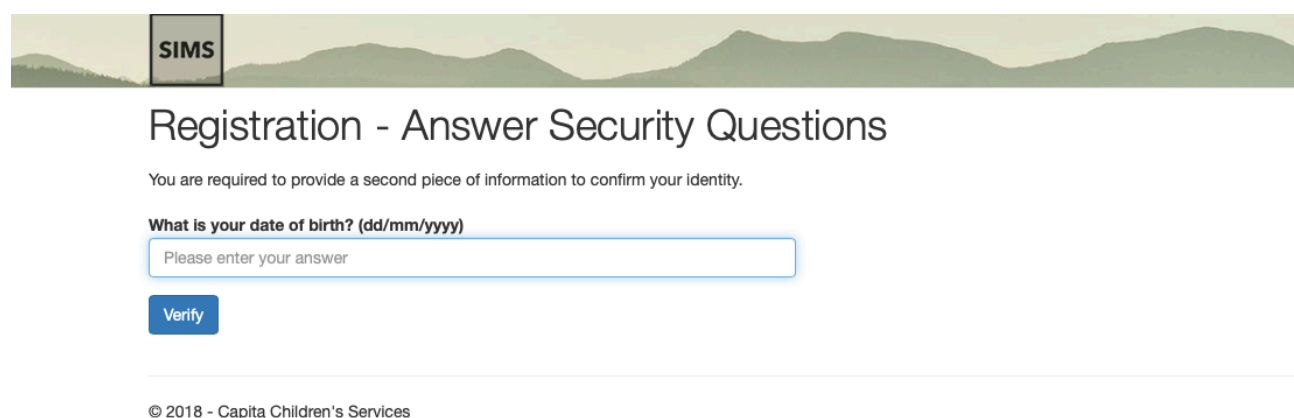
**Signed in with**

**Invitation Code**

**Register**

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5. You will then be asked for your date of birth, in the form DD/MM/YYYY (e.g. 14/09/1973). You may be asked for the date of birth of one of your children at the school. After you have clicked verify your account should be set up. Sometimes the screen freezes on the loading page. If this happens try logging into the app to check your verification went through.



The image shows the "Registration - Answer Security Questions" screen. It has the same SIMS header as the previous screen. The title is "Registration - Answer Security Questions". A message states: "You are required to provide a second piece of information to confirm your identity." Below this is a question: "What is your date of birth? (dd/mm/yyyy)". There is a text input field with the placeholder "Please enter your answer". A blue "Verify" button is at the bottom. The footer says "© 2018 - Capita Children's Services".

**SIMS**

## Registration - Answer Security Questions

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

**What is your date of birth? (dd/mm/yyyy)**

**Verify**

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6. You have now registered for SIMS Parent. You can download the app from the Google Play or Apple App store by searching for Sims Parent.



7. Once you have downloaded SIMS Parent, you will be asked to sign in using your chosen log-in account details. Once you have registered you can also use [www.sims-parent.co.uk](http://www.sims-parent.co.uk) from any computer web browser.

8. Once logged into the app, you will see a screen with options for Attendance, Conduct, Timetable and Reports. From the homepage you can select which of your children you would like to see details for.

