

SIMS Parent App – Registration Guide

Invite email

You will receive an automated email which is your invite to join SIMS Parent. This contains a link which you will need to click in order to activate your account. The email address **noreply@sims.co.uk** is used to send the automated emails. Please add **noreply@sims.co.uk** to your address book to ensure that emails are not sent to your junk folder.

You will no longer have separate login details for the system and instead will use your own email address to access the system. When you initially set up your account you will register for your SIMS Parent account using your own email address and email password.

Your invite email from **noreply@sims.co.uk** which contains an invitation link attached a unique invitation code. This unique code is also included in the email. This is a series of numbers and letters which have been attached to your account in order to allow you to activate your account.

Activating your account

To register for SIMS Parent you will need one of the following accounts:

Microsoft, Office 365, Google, Facebook, Twitter.

1. Please click on the link in the email which will direct you to the Sign in page.
2. Please click on one of the options which is your preferred method to log in to SIMS Parent in future. (Please do not select SIMS ID)
3. This will direct you to a different log in screen relevant to the Third Party account that you have selected. Once the new screen is displayed, please enter your existing account details for this provider. **You may need to click on a permission button to allow your SIMS Parent account to attach to your Third Party account.** Once you have entered your Third Party account details, this will direct you to another page.
4. Please check that your details are correct.
5. Click on Register.
6. This will ask you a security question e.g. the date of birth of one of your children at the school? This needs to be in the following format dd/mm/yyyy
7. Enter one of your children's date of birth e.g 01/12/2000
8. Click on Verify

This will check the system to ensure that this matches our records within our Management Information System. Should this not allow you to access your account, please contact the school.

You have now activated your account and will be able to log in to SIMS Parent for the first time.

Logging in to SIMS Parent for the first time

Please log in to your account using your third party log in details to ensure that you are able to access your account.

You will then be able to log in to SIMS Parent via the website and/or app in future using the Third Party account details you have entered.

Please note:

- Your account allows you to access each of your children at Seva School
- When you complete this process you will need to use the same Third Party provider / method of logging in to SIMS Parent in future.

- As you use a Third Party account to access SIMS Parent, the school is unable to help you with your username and password. However, if you are unable to access your account entirely, please contact the school and we will assist you.
- Your activation email which you receive from noreply@sims.co.uk is unique to you and should not be used by anyone else. If you require an additional login then please contact the school to request the additional account.
- The link in your activation email will expire after 14 days if it is not used, please contact the school if you require a further activation email if your previous one has expired.

Sharing your password

Your username and password should never be disclosed to anyone. Passwords and user names should never be shared except between those with parenting responsibility.

Queries relating to SIMS Parent

If you have any queries relating to SIMS Parent, email the school:

school.office@seva.coventry.sch.uk