SIMS Parent Lite Guide

A guide to setting up and using SIMS Parent Lite

Before you can use SIMS Parent, you will need to register.

1. You will receive an email from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, then please check your junk folder and ensure it has not been marked as SPAM. The email will contain a **unique registration code** and a link to enable you to register.
   a. You will need to have the date of birth of one of your children who attends St Joseph's Catholic Primary School.
   b. You will need to set up either a Microsoft, Google, Facebook or Twitter account. You can use an existing 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.

2. Open the email and click the link or the website URL as instructed. A new internet browser window will open and you will be asked to login.

3. Only members of staff of the school can use the SIMS ID option. Click the relevant icon for the third party account and you will be directed to sign in using your existing details. 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.

4. You will now be asked to enter your **invitation code.** If you were able to use the click this link in the email then the code field will automatically be populated, if not then use copy and paste to take the code from your original email.

5. Enter the **date of birth** of one of your children who attends the school. This is for security purposes only and this information will not be used in the SIMS Parent system.

6. Click the **register** button to continue.

Once the registration process is complete then you can sign in via: www.sims-parent.co.uk or by downloading the App for iOS and Android devices.