



## SIMS PARENT APP

To make it easier for parents/guardians to check and update the information that we hold on students we are inviting all parents to use an online portal to that will allow you to do this quickly and easily. This system also complies with General Data Protection Regulations- GDPR.

You will receive an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) which will look something like this...

You will receive an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) which will look something like this...



**Tavistock Community College** is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Parent
- SIMS Options
- SIMS Activities

To join, simply [click this link](#). The link is valid for the next 90 days.

You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365
- Twitter
- Facebook
- Google

If you do not have an account with any of the above providers, then you can create a Microsoft account [here](#) or a Google account [here](#) using your email address.

If you select SIMS ID as your preferred provider, then you can create a SIMS Online Services account. Existing users can enter their details into the username and password fields.

If the link doesn't work, please enter this URL into your browser:

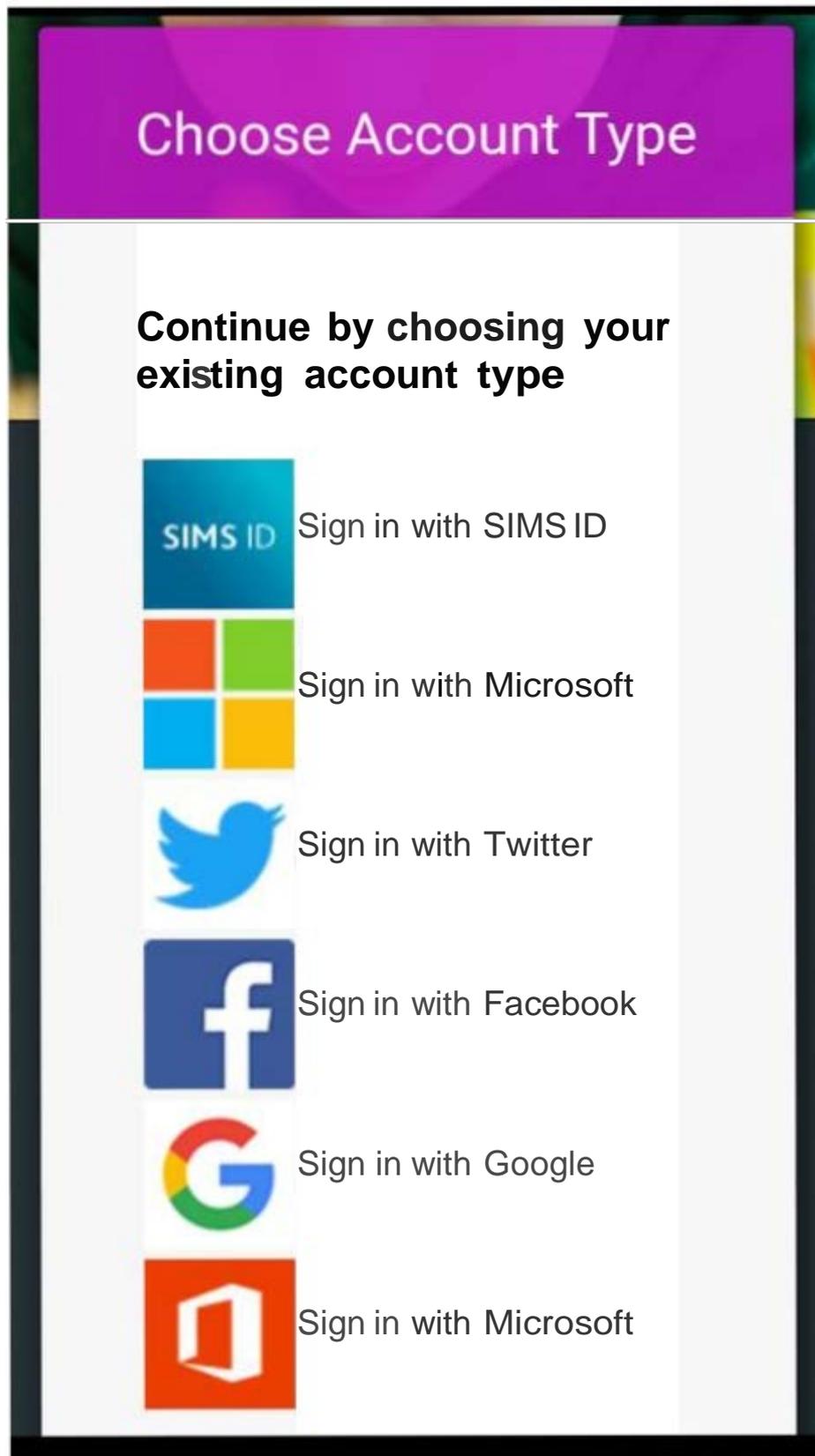
<https://id.sims.co.uk/invitation/home/soscode>

When prompted, please enter the following invitation code: **t1FHdl80ndKHxBX0kGQgVycjxkFCc9NgtQ9kiwgSLJmZ**

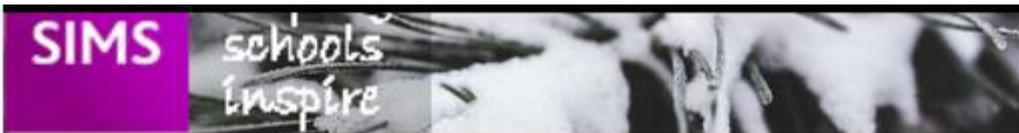


Please click this link. At the moment we have just SIMS Parent active to use.

...to activate your account follow this link. You will then have the option of which of your existing email/online accounts you would like to use to log-in...



...in this example I chose to sign in using a Microsoft account, as below...



# 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

Amy Dupp-Child

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

## Signed in with

Microsoft

## Invitation Code

T8o1aQbeuAaoQNoVfr0vs3MAhAQWpgvQ4VuvY

Register

...once you have added this information you can click 'Register'...



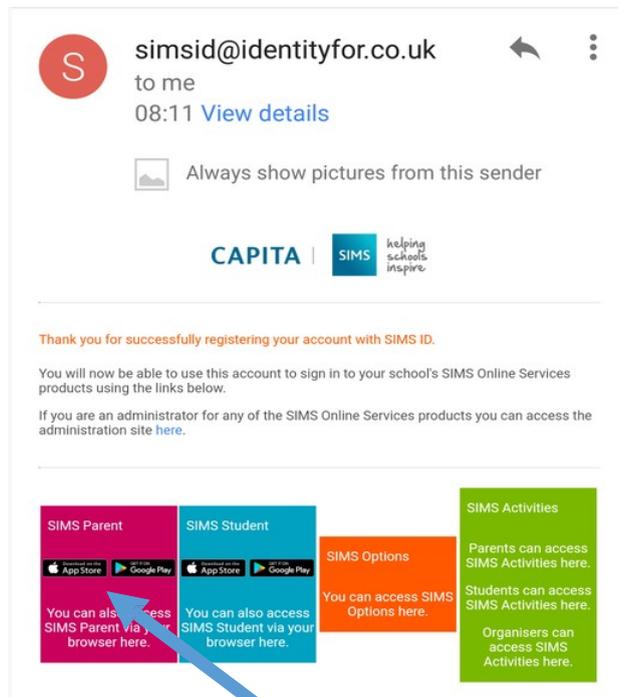
# Registration - Answer Security Questions

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

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

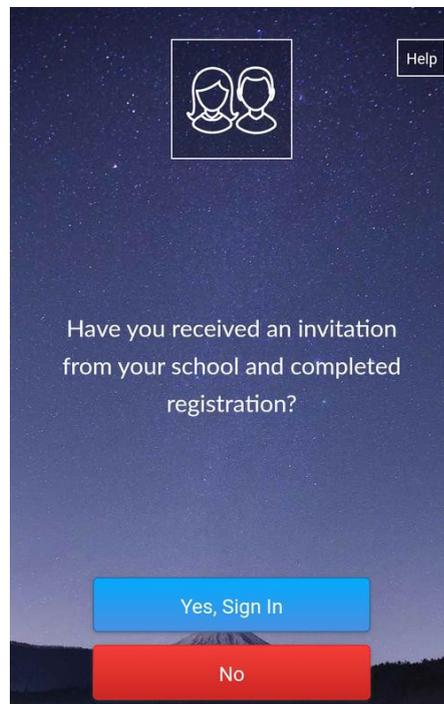
Verify

...you will be asked to answer a security question and once you have answered you will have access to your child's information. If you prefer to use an app than a web browser you can download the SIMS Parent app...



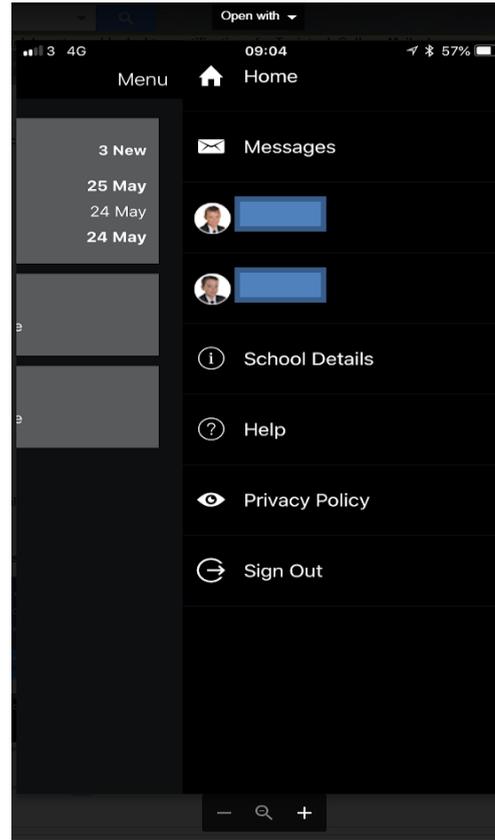
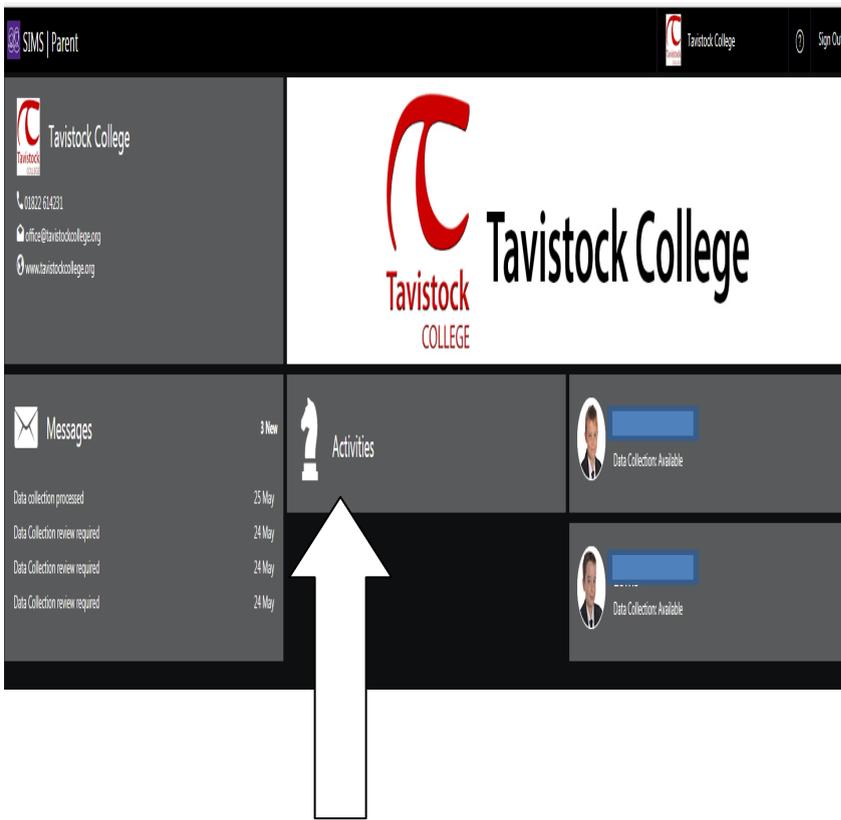
**PLEASE JUST CLICK ON SIMS PARENT, ACTIVITIES AND OPTIONS ARE NOT CURRENTLY "LIVE"**

...there are links to the app in the email that confirms you have registered your account; it is important that if you choose to install the app that you have already registered your account. You will be prompted (see below) when you install the app...



### Web browser view

### App view

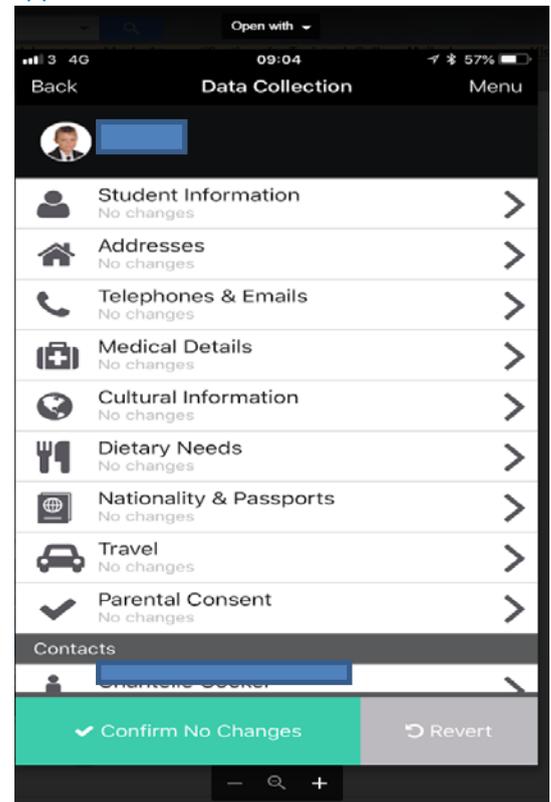
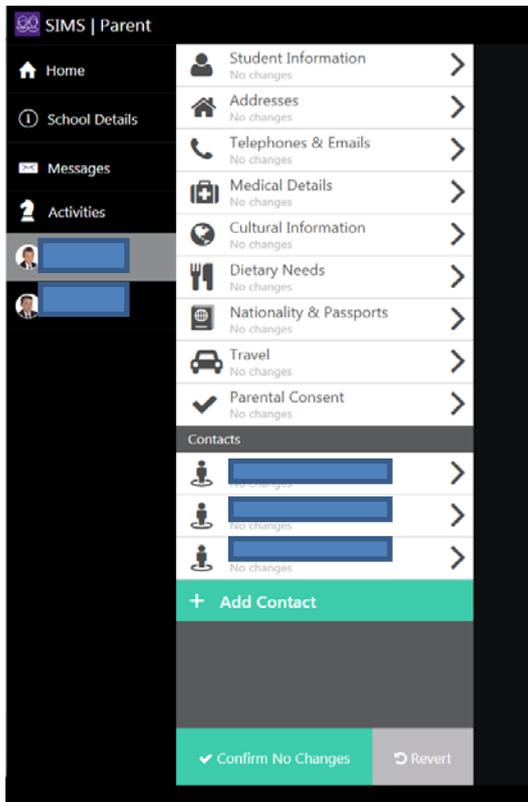


**(ACTIVITIES IS NOT CURRENTLY ACTIVE, PLEASE DO NOT USE)**

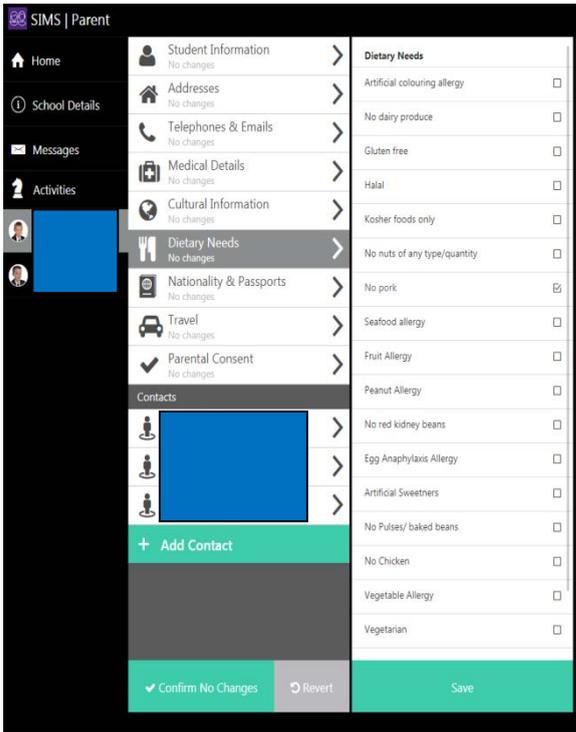
...in this example the parent has two children at the college, you simply click on the student to check their information...

### Web browser view

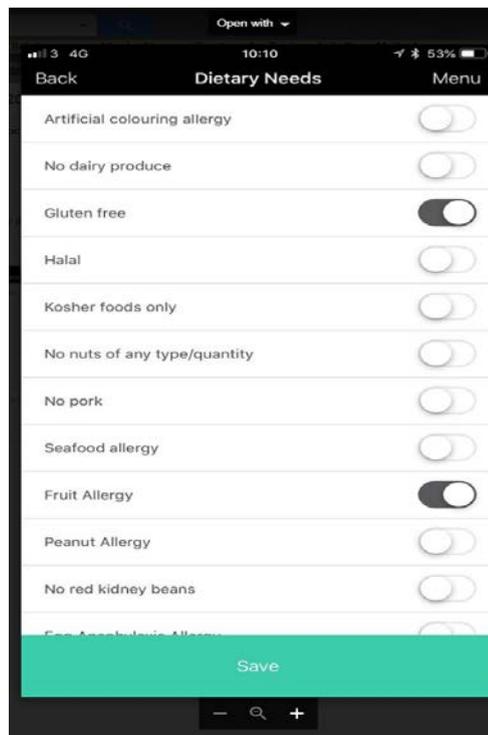
### App view



## Web browser



## App view



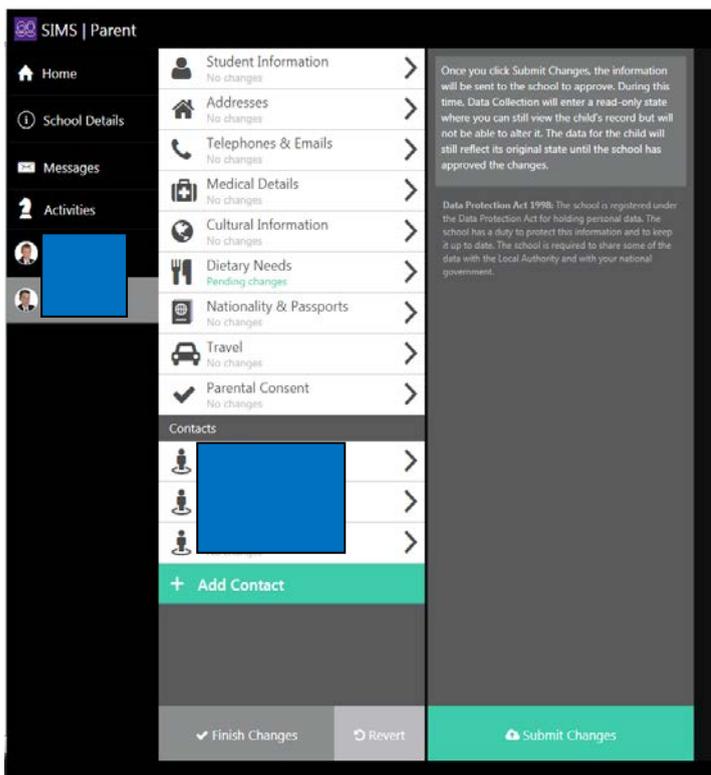
...if you want to update any information you simply select that information and make the changes as necessary...

in this example I am adding information from the dietary needs screen, once I have added the information, by ticking the relevant box or boxes, I simply click 'Save'.

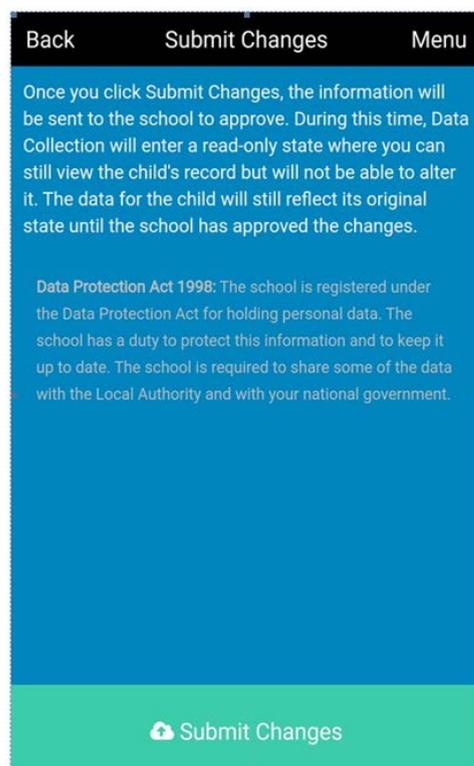
After you have checked/updated all of the information you go to the main student information screen and click 'Confirm' if there are no changes or 'Finish' if you are submitting changes.

...if you submit changes then you will see the following message and the college will be notified...

## Web browser



## App view



...if you have any problems using the portal then please contact us using the email [office@tavistockcollege.org](mailto:office@tavistockcollege.org) and we will respond at the earliest opportunity.

It is vital that we have the most up to date information about students and contacts and so we will be asking at least one parent of every student to check and confirm all of the data we hold in our student database at least once an academic year. Some changes (for instance, the removal of a contact) will not be processed until we have been in contact with holders of parental responsibility to check the new information is correct.

This portal will allow parents to inform us of any changes (moving house, new email addresses, new telephone numbers) without having to contact the school direct