



# SIMS PARENT APP GUIDE



# **LOGGING INTO SIMS PARENT APP:**

**New Admission:** Students newly admitted to SMCHS will have to do the registration for SIMS Parent App. (Steps for registration in next slides).

**Existing Students:** Parents who already have SIMS Parent APP account registered previously will continue with the same. In case you are unable to access, please send email to [itsupport-smchs@smgeducation.org](mailto:itsupport-smchs@smgeducation.org) so that we can resend the invitation for re-registering to SIMS Parent App.

For any support on SIMS Parent App, kindly send an email with student details to [itsupport-smchs@smgeducation.org](mailto:itsupport-smchs@smgeducation.org)



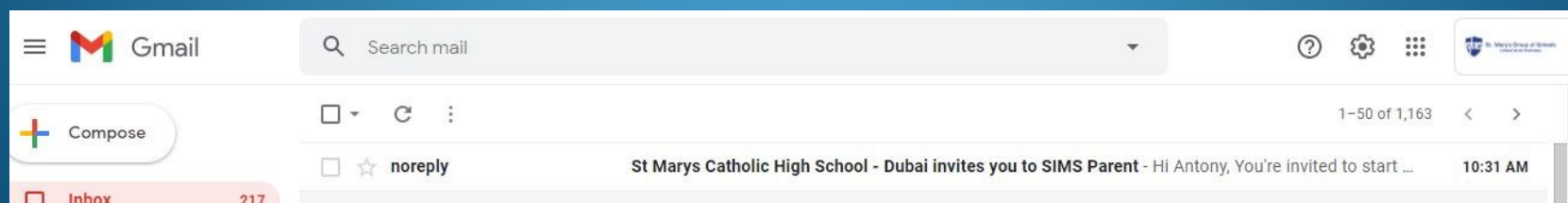
## SIMS PARENT APP REGISTRATION PROCESS

SIMS PARENT APP allows schools to easily communicate with Parents. Whether it's sharing information such as:

- Important Circulars
- Attendance
- School Report Cards
- Data Collection

**1.** For SIMS Parent App registration, IT Support would be sending a registration email that contains a unique registration link and an invitation code to your child's school email account.

This email will be sent from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, please check your junk mail and ensure it has not been marked as SPAM..



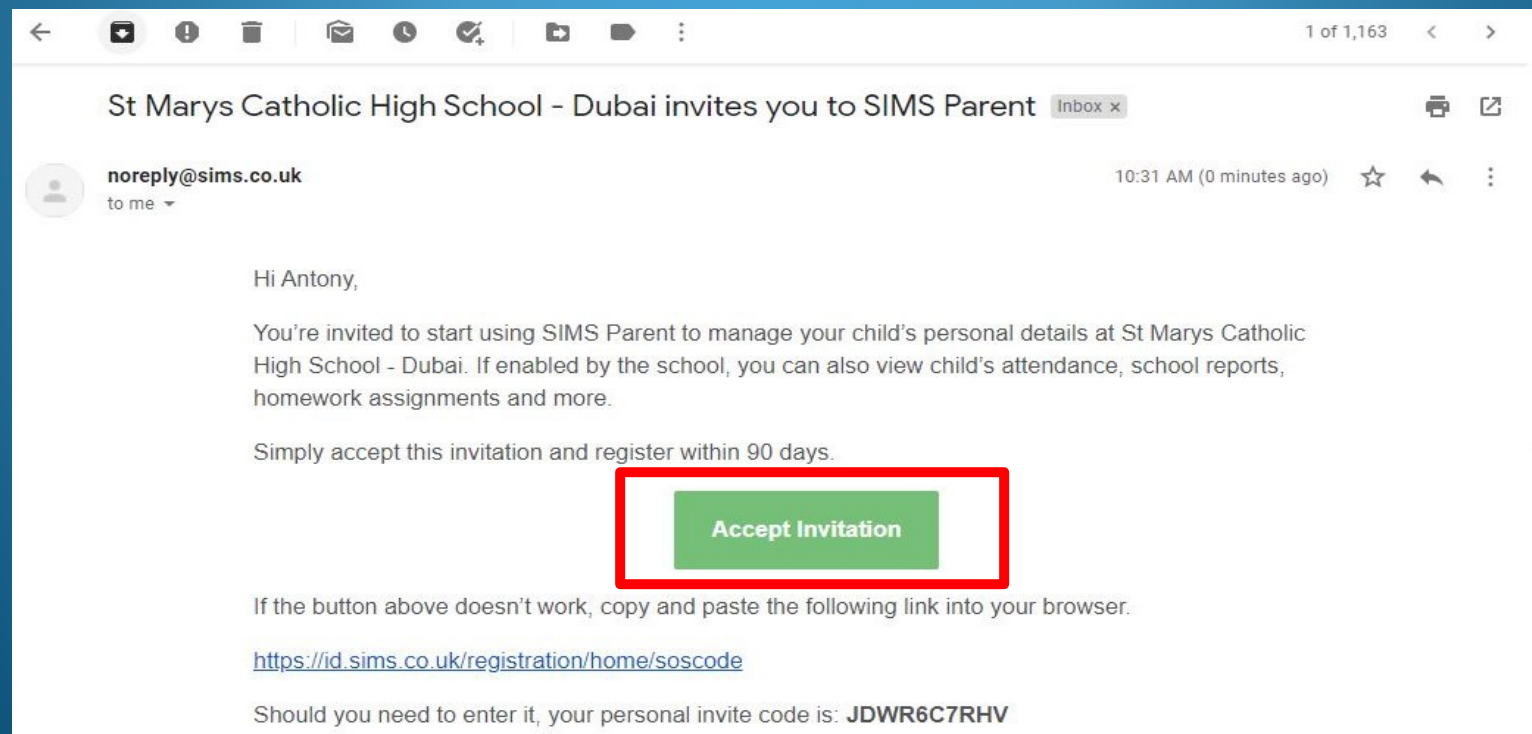


## SIMS PARENT APP REGISTRATION PROCESS

**2.** Click “Accept Invitation” to start the registration.

If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.

Once the invitation is accepted, a new window will open & you will be asked to log in





## SIMS PARENT APP REGISTRATION PROCESS

**SIMS**

### Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Invitation Code

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

Secured by SIMS ID  
ESS Hosted Services: [Check Service Status](#)

**3.** Once you click accept Invitation, a new window **“Activate your Account”** will open up as shown on the RHS.

**4.** Kindly select and copy the Invitation code (Marked in red rectangle).

**5.** Once the invitation code is copied, please click **“Register with an External Account”**.

Note : It is very important you are logged in to the same school email account of your child wherein you have received the invitation invite.



## SIMS PARENT APP REGISTRATION PROCESS

### 6. Select option – Sign in with Google

The image shows a registration screen for SIMS products by Capita. The screen has a white background with a blue border. At the top, the Capita logo is displayed. Below it, the text 'Register your account for SIMS products' is shown. There are seven sign-in options listed in a vertical stack, each with a small icon and a text label. The 'Sign in with Google' option is highlighted with a red rectangular border.

Icon	Text
SIMS	Sign in to SIMS ID
Facebook	Sign in with Facebook
Twitter	Sign in with Twitter
Google	Sign in with Google
Microsoft	Sign in with Microsoft
Office 365	Sign in with Office 365
Apple ID	Sign in with Apple ID



## SIMS PARENT APP REGISTRATION PROCESS

Once you are logged in with the school email account of your child, you will see the below screen.

### 7. Paste the **Invitation Code** and **Click Register**.

**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**



## SIMS PARENT APP REGISTRATION PROCESS

**8.** Enter the date of birth of your children attending the school. This is for security purposes only.

Kindly enter the date of birth in **DD/MM/YYYY** format OR the date format set in your PC/Laptop.

Click **Verify** to complete the registration process.

**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**



## SIMS PARENT APP REGISTRATION PROCESS

Once registration is completed and your account is created., you will see the SIMS Parent site screen as below.

SIMS | Parent

St.Mary's Catholic High School

04 3370 252  
maryscol@emirates.net.ae  
www.stmarysdubai.com

*St Mary's Catholic High School*

Messages 28 New

Weekly Attendance 20 Nov 2020  
Weekly Attendance 13 Nov 2020  
Weekly Attendance 6 Nov 2020  
Weekly Attendance 30 Oct 2020  
Weekly Attendance 23 Oct 2020

23 Calendar 0 Today  
0 Tomorrow

Activities

SIMS Options

Antonio

Privacy Policy



## SIMS PARENT APP REGISTRATION PROCESS

Click on the Student to see the menu for :

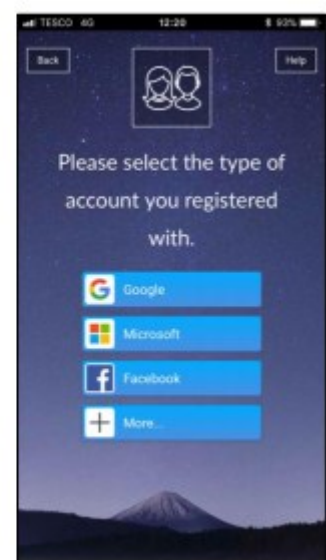
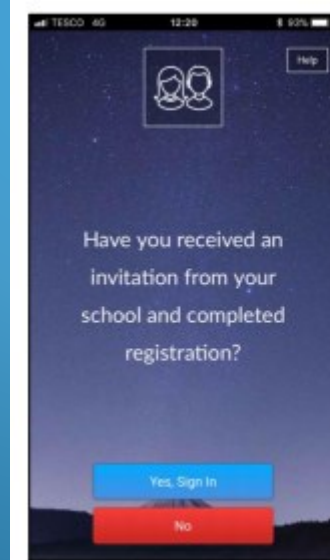
- Attendance
- Messages
- Reports



## DOWNLOAD SIMS PARENT APP

The SIMS Parent app can be downloaded for free from the Apple Store (iOS) or the Play Store (Android).

1. Open the Play Store or Apple Store on your device.
2. Using the Search facility, enter **SIMS Parent**.
3. Select SIMS Parent by Capita from the search results.
4. Tap READ MORE for more information or INSTALL to download the app.
5. Once the app has downloaded successfully, tap Open to register and start using the app.



6. If you have access to a tablet device, laptop, desktop computer you can sign in via the following website <https://www.sims-parent.co.uk>



## Frequently Asked Questions (FAQ's)

What devices can I use to access SIMS Parent?

SIMS Parent can be accessed via any desktop PC or laptop. The SIMS Parent app can be accessed on Apple or Android devices.

How do I download the app?

The SIMS Parent app can be downloaded for free from the Apple Store or the Play Store. Please refer to the guide above.

How do I log in for the first time?

Full instructions for registering a SIMS Parent account can be found in the guide above.

I can't find my account registration email. What should I do?

If you cannot find the account registration email, please check your junk mail and ensure it has not been marked as SPAM. If you still have not received your account registration email, please send email to School IT Support Team [sims.support-smchs@smgeducation.org](mailto:sims.support-smchs@smgeducation.org)



## Frequently Asked Questions (FAQ's)

### How do I log in?

You will have received an email invitation from your school directing you to complete the registration process for SIMS Parent. Parents can access the SIMS Parent website by going to <https://www.sims-parent.co.uk> or via the SIMS Parent app. Once the SIMS Parent app is downloaded onto a mobile device, an icon will be available on the device menu that will take you directly to the app.

Registration for SIMS Parent is completed via sign in with GOOGLE option and using the school email account of the child.

### I can't remember my password. What should I do?

Please send email to [itsupport-smchs@smgeducation.org](mailto:itsupport-smchs@smgeducation.org) for resetting your password.

### I have signed into SIMS Parent before but I can't sign in now. What should I do?

Ensure you are logged in with the correct account (i.e. the account you used during the SIMS Parent registration process). Please sign out of all accounts from the browser and close the browser completely. Open a new browser window and log in to SIMS Parent, using the account details you used during the registration process. If you still cannot sign in to SIMS Parent, please contact your school directly for assistance



# *Thank you*

FOR ANY MORE QUERIES SEND EMAIL TO

**[itsupport-smchs@smgeducation.org](mailto:itsupport-smchs@smgeducation.org)**