

## Registering an account to access the SIMS Parent App

The School will invite Parents/Carers to register an account to access the SIMS Parent App, which provides important information including their child's report.

Once this invite is received, an account can be registered in TWO ways. Either by:

- **Option 1)** by creating a SIMS ID account and validating their email, or by
- **Option 2)** by utilizing a pre-existing Federated (Third Party) account.

**(We recommend using Option 2 as it will mean you do not have to remember a new password!)**

### OPTION 1: Creating a SIMS ID ACCOUNT

This guide takes you step-by- step through creating a **SIMS ID Account**.

(To set up an account using an existing Third-Party provider (Facebook, Twitter, Google, Microsoft, Office 365 or Apple ID), please refer to **Option 2**).

NOTE: Parents who have more than one child at school only have to register once in order to view details published on the Parent App of siblings also attending that school.

## How do I create an account using SIMS ID?

1. To avoid accidentally registering with the wrong account (especially if you are working on a shared computer), **please ensure you sign out of all accounts or use a private browser window.**

2. Click the green **Accept Invitation** button in the invitation email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). If you cannot find this email, please check your SPAM/Junk folder.

3. The **Activate Your Account** screen is displayed. The Invitation Code field is already filled with the unique code from your email. Enter your email address as Username and click the **Next** button.

*(Do NOT select Register with an External Account - this is for those using option 2 to register)*

You're invited to start using SIMS Parent to manage your child's personal details at Kensington. If invited by the school, you can also view child's attendance, school reports, homework assignments and more.

Simply accept this invitation and register within 60 days.

Accept Invitation

If the button above doesn't work, copy and paste the following link into your browser:

<https://registration.sims.co.uk>

Should you need to enter it, your personal invite code is: XVG98TMRXT

### 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

4. At the '**Account Registration**' screen, answer the security question (your child's date of birth) and click the **Next** button. This is for security purposes only. This information will not be used in the SIMS Online Services system.

Ensure the **format** of your child's date of birth is entered as: **dd/mm/yyyy**

### Account Registration

So that we can confirm your identity, please answer your security question below.

What is the date of birth of one of your children at the school?

Next

5. At the 'Create a Strong Password' screen, create a password for the new **SIMS ID account** you are creating and click the Next button.

*(\*If you subsequently forget this password, there is a re-set password functionality available to users at the login screen once registered.)* To enable this, Parents/carers must validate their account **as shown in the steps overleaf** to enable email-based password recovery.

### Create a Strong Password

At least one capital letter ✓  
At least one number ✓  
At least one special character ✓  
At least 8 characters ✓

Password

••••••••

Confirm Password

••••••••

Show Password

Next

6. Once your SIMS ID account has been registered, you need to validate it. Check your email for an email from SIMS ID Registration. (if you cannot see this, check your spam/junk mailbox).

### Account Registration

Your account has been successfully created. Please read the email we have sent to your email address and follow the instructions to validate your account.

Remember to check in your SPAM folder

**Users are STRONGLY ADVISED to verify their email account next to ensure password recovery function is enabled.**

## How to Validate your account to enable the email-based password recovery function.

7. Click the Verify My Email button in the SIMS ID Registration email.

Dear Adele Abimbola,

Please click the link below to verify your email address and log in to your SIMS ID account.

[Verify My Email](#)

8. Click the Sign In button on the screen confirming your email address has been validated.

Account Registration

We have validated your email address, thank you.

[Sign In](#)

9. At the Register your account for SIMS Products screen, enter your newly created username (i.e. the email address you registered with) and the password you created in step 5, then click the blue **Sign in** button.

*(Do NOT select any of the Third-Party account icons to sign in, these are for those who chose Option 2. to register)*

Register your account for SIMS products

Username

AdeleAbimbola@myexampledomain.co.uk

Password

\*\*\*\*\*

Show Password

[Forgot Password?](#)

[Sign in](#)

OR



10. The first time you use your SIMS ID account you will be prompted to Set Security Questions.

Answer all three security questions, then click the Save and Continue button to launch your SIMS Online Service.

Set Security Questions

Please select one question from each drop down below and let your answer against each question.

**All three questions/answers are mandatory.** Your answer must be between 4 to 100 characters long.

Question 1

What is the name of your first school?  
FirstSchool

Question 2

What is the name of your secondary school?  
SecondSchool

Question 3

What is the name of your first teacher?  
Teacher

Your password

\*\*\*\*\*

[Save and Continue](#)

11. Download the Sims Parent **App** for your phone via the App store or Google play or access it using a laptop of PC via: <https://www.sims-parent.co.uk>



12. When subsequently accessing the Parent App, make sure the login option you select the **SIMS ID icon**, using the details you created above.

**Most access issues are caused by a user trying to access the Parent App using a different account or route to one they register with, therefore please ensure you stick to the same login credentials, email account and route when subsequently accessing the App.**



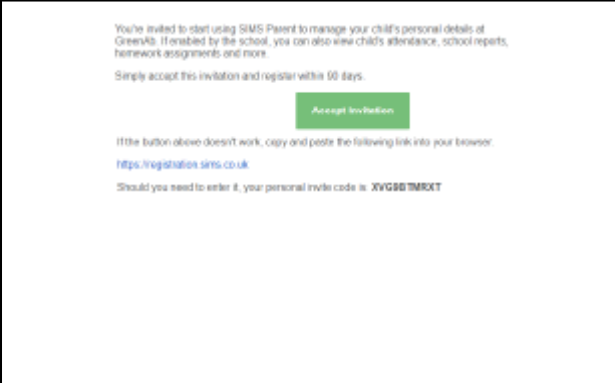
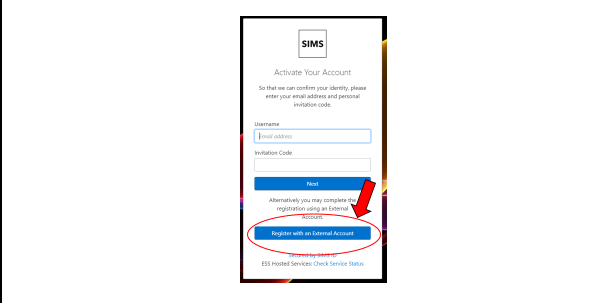
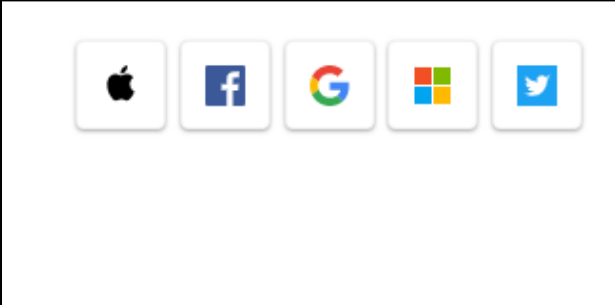
## OPTION 2: Using a Federated (Third Party) Account (Facebook, Twitter, Google, Microsoft, Office 365 or Apple ID)

The School will invite Parents/carers to register to use the SIMS Parent App, to access important information including their child's report.

Once the invite is received, an account can be created in TWO ways: either by creating a SIMS ID account, or by using a Third-Party provider (either a Facebook, Twitter, Google, Microsoft, Office 365 or Apple ID account).

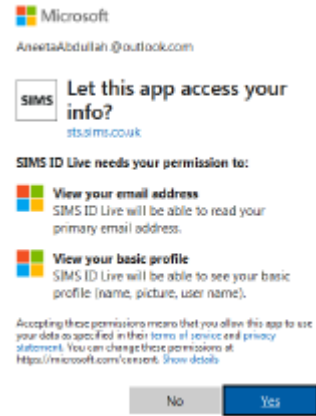
(To create a SIMS ID account instead, please refer to the separate guide *Creating a SIMS ID Account*).

NOTE: Parents who have more than one child at the school only have to register once in order to view details published on the Parent App of siblings also attending the school.

How do I register to use the Parent App via a Federated account?	
<p>1. To avoid accidentally registering with the wrong account (especially if you are working on a shared computer), sign out of all accounts or use a private browser window.</p> <p>2. Click the green <b>Accept Invitation</b> button in the invitation email from noreply@sims.co.uk. If you cannot find this email, please check your SPAM/Junk folder.</p>	
<p>3. The <b>Activate Your Account</b> screen is displayed. Click the <b>Register with an External Account</b> button.</p>	
<p>4. Select <u>one</u> of these Third-Party providers to register: Apple ID, Facebook, Google, Microsoft/Office 365 or Twitter.</p> <p>On clicking one of these buttons, you will be transferred to the Third Party to complete standard account authentication.</p>	
<p>5. Sign into your Third-Party account.</p> <p>If you do not currently have one of these Federated accounts, you can either register to use the Parent App by creating a SIMS ID instead (see <b>Option 1</b>), or create one of the Federated accounts first, before registering.</p>	

6. Click the **Yes** button to grant SIMS ID permission to access your information.

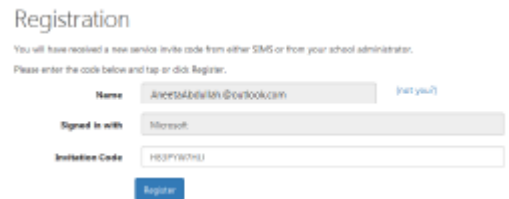
This screen is only displayed the first time you register an email address with SIMS ID.



7. The Registration screen appears.

Your email address and third-party provider are displayed so you can confirm you have used the intended credentials.

Paste your personal invite code from your invitation email into the Invitation Code field. Click the Register button.

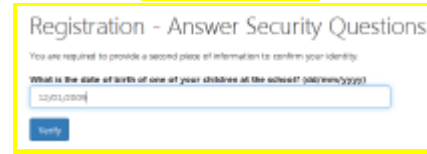


8. At the Account Registration screen, answer the security question (child's date of birth) and click the Verify button.

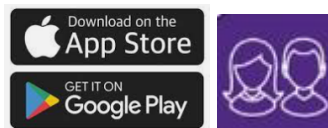
This is for security purposes only. This information will not be used in the SIMS Online Services system.

Your account is set up and configured. On completion, your SIMS Online Service launches.

Please ensure you use the following **format** when entering your child's date of Birth: **dd/mm/yyyy**



9. Download the Sims Parent **App** for your phone via the App store or Google play:



Once the registration process is complete, users can sign in

- EITHER via their smart phones, via the Parent App,
- OR using a PC or laptop via the following URL: <https://www.sims-parent.co.uk>

10. When subsequently accessing the Parent App, make sure the login option you select is the associated icon of the **SAME federated account you selected above**. (i.e. if you use a twitter account to register, use the same twitter account to access the Parent App)

11. Click the icon for the provider you registered with and follow prompts.

