

RAYNES

PARK HIGH SCHOOL

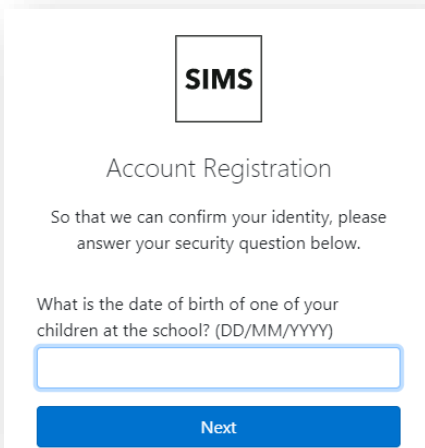
Registering for the SIMS Parent App:

Before registering you will need the following:

- Access to the email address you have registered with us at school
- The date of birth of one of your children who attends the school
- Your unique registration email (sent from noreply@sims.co.uk) which will contain the registration link and invitation code

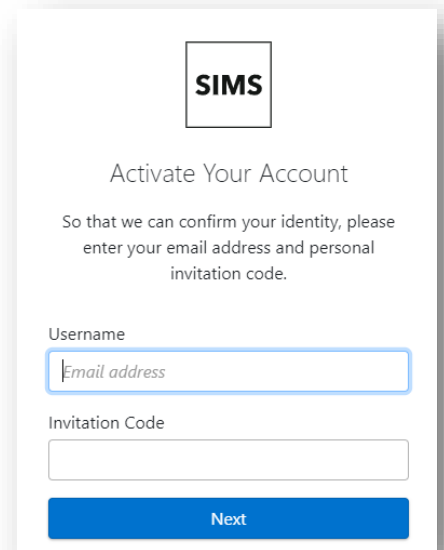
Open your unique registration email and click the link as instructed. A new internet window will open.

Enter the email address the registration email was sent to and enter your invitation code from the registration email.



The screenshot shows the 'SIMS Account Registration' screen. It features the SIMS logo at the top, followed by the title 'Account Registration'. Below the title, it says 'So that we can confirm your identity, please answer your security question below.' The main question is 'What is the date of birth of one of your children at the school? (DD/MM/YYYY)'. There is a text input field for the date and a blue 'Next' button at the bottom.

Enter the date of birth of one of your children attending the school.



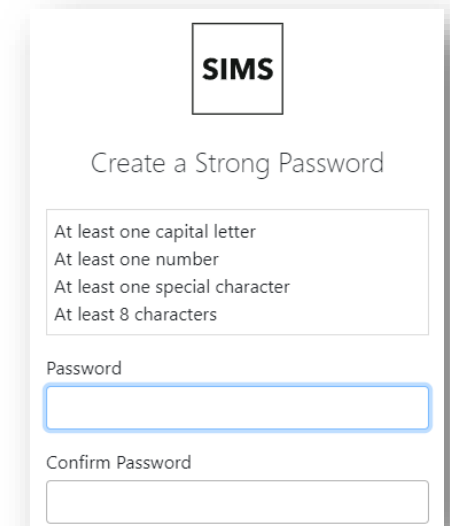
The screenshot shows the 'SIMS Activate Your Account' screen. It features the SIMS logo at the top, followed by the title 'Activate Your Account'. Below the title, it says 'So that we can confirm your identity, please enter your email address and personal invitation code.' There are two input fields: 'Username' (with a placeholder 'Email address') and 'Invitation Code'. A blue 'Next' button is at the bottom.

Click **Next** and create your password when prompted.

NOTE: If you have multiple children at the school you only need to register once. If you cannot see all your children please let us know.



Once registered you will be sent an email prompting you to set security questions to allow you to reset your password in the future if needed. This email will also contain links to download **SIMS Parent** from the Android or Apple App store.



The screenshot shows the 'SIMS Create a Strong Password' screen. It features the SIMS logo at the top, followed by the title 'Create a Strong Password'. Below the title, there are four password requirements: 'At least one capital letter', 'At least one number', 'At least one special character', and 'At least 8 characters'. There are two input fields: 'Password' and 'Confirm Password'. A blue 'Next' button is at the bottom.

You can access SIMS Parent by logging in with your email address and password to the app or via the internet www.sims-parent.co.uk

If you require any support with registering or using the SIMS Parent App please contact our Parents IT Support at help@raynespark.merton.sch.uk.

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Using the SIMS Parent App:

Once logged into the SIMS Parent App you will see:

The image displays three screenshots of the SIMS Parent App interface, each with callout boxes explaining its features:

- Home Screen:** Shows a 'Messages' section with '2 New' messages, including 'Weekly Attendance' reports from Dec 2023 and Nov 2023. A 'Calendar' section shows '0 Today' and '0 Tomorrow' events. Below are 'SIMS Options' and a 'Report absence' link. At the bottom, there are sections for 'Child 1' and 'Child 2', each with a 'Photo' placeholder.
- Dashboard:** Shows a 'Student' profile with 'Attendance' at 93% (10/10 this week), 'Conduct Achievements' at 42 (4 this week), 'Behaviour' with 'No incidents this year', 'Timetable', 'Reports' (Latest Report: Y8 ID1 Report 2023_2024), and 'Data Collection'.
- Student Absence Form for RPHS:** A form with instructions: 'This form must be filled in by parents/carers before 8:30am on the day of absence. A form needs to be filled in for each student and for each day of absence. Please contact the school via our enquiries if you have any issues with the form.' It includes three required fields: '1. Your email (parent/carer): *', '2. Name of parent/carer *', and '3. First name of student *'.

Callout boxes provide the following explanations:

- Messages from the school including a weekly attendance report** (points to the Messages section).
- Key dates in the School Calendar** (points to the Calendar section).
- Link to the form to report your child's absence. Click here and complete the absence form to report your child's absence (see below).** (points to the Report absence link).
- Links to information for each child including their attendance, conduct summary, timetable and latest report.** (points to the Child 1 and Child 2 sections).
- Click on any of the tiles here to see further detail and information.** (points to the Dashboard tiles).
- Please click on the Data Collection link to check the details, including contact details, that we hold so that we always have the most up to date information in case of emergency.** (points to the Data Collection tile).

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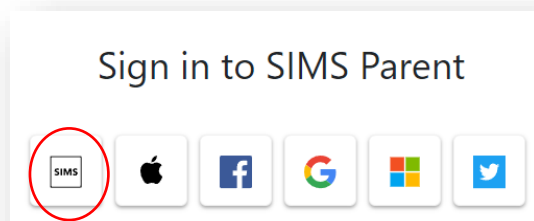
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Forgotten Password

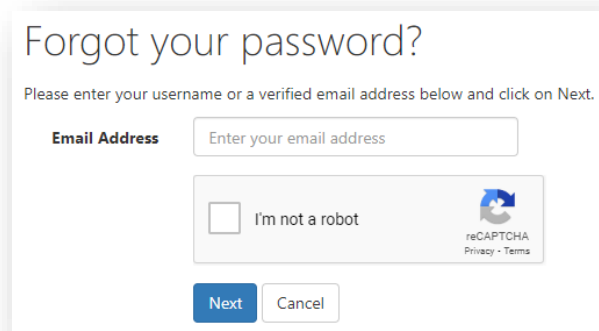
If you have registered but are unable to login you will need to reset your password:

- Browse to the login page:
<https://www.sims-parent.co.uk>
- Click on the black box that says SIMS inside it

A screenshot of the 'Sign in to SIMS Parent' login form. It has two input fields: 'Username' with the placeholder text 'This is usually an email address' and 'Password' with the placeholder text 'Password'. Below the password field is a checkbox labeled 'Show Password' and a blue link labeled 'Forgot Password?'. The 'Forgot Password?' link is circled in red.

- Click on the 'Forgot Password?' link below the login boxes.

- Enter your Email address
- Tick the box 'I'm not a robot' and click Next
- Answer the three security questions you set when you registered your account to reset your password.

A screenshot of the 'Forgot your password?' page. The title is 'Forgot your password?'. Below the title, it says 'Please enter your username or a verified email address below and click on Next.' There is an input field for 'Email Address' with the placeholder text 'Enter your email address'. Below this is a reCAPTCHA box with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA' logo. At the bottom, there are two buttons: 'Next' and 'Cancel'.

If are unable to reset your password using these instructions or require any support using the SIMS Parent App please contact our Parents IT Support at help@raynespark.merton.sch.uk.