Parent Lite App (Parent/Guardian setup details – Accessing the app)

Reference:Parent App UserVersion:1Date:October 2020Owner(s):AY



Working in partnership **B**



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Please note: This guidance documentation is for parents/guardians accessing the Parent Lite Application. Any questions or issues about this application or the setup of it should be directed back to the school directly.

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1 Prerequisite

1.1 Email Address

In order for parent/guardians to be able to access the Parent Lite App to view and amend their child's details, a valid email address is needed so that the school can send out an email invite which enables you to register and get access to your child's data collection sheet on the app. Without an email address, **you will not** be able to get set up.

1.2 Smart Phone / Tablet

Parent/guardians **must** have a smart phone/tablet with an app store to be able to download the Parent Lite Application e.g. Apple iPhone with App store or an Android phone with the Google Play Store. The Parent Lite app looks like this:

1.3 Desktop / Laptop

Parent/guardians can also access their child's data on the Parent Lite app via the website rather than accessing via a mobile/tablet device. You can go to <u>www.sims-parent.co.uk</u> once registered.



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2 Receiving the Invite Email from school

Once the school sends out an invitation to you, the email will look like this:

Mon 10/26/ To: You	2020 2:17 PM			
	Hi Adhan,			
	You're invited to start using SIMS Parent to manage your child's personal details at Lancashire CC Tes Site. If enabled by the school, you can also view child's attendance, school reports, homework assignments and more.	st		
	Simply accept this invitation and register within 90 days.			
	Accept Invitation			
	If the button above doesn't work, copy and paste the following link into your browser.			
	https://id.sims.co.uk/registration/home/soscode			
	Should you need to enter it, your personal invite code is: 4MRYDPKG9C			
	Once you've registered you can sign in using your web browser at www.sims-parent.co.uk.			
	You can also use the app for convenience when you're out and about.			

Click on 'Accept Invitation'.

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You will then see the following screen:

Legister your account for SIMS product Image: Sign in to SIMS ID Image: Sign in with Facebook Image: Sign in with Twitter Image: Good Sign in with Google Image: Sign in with Microsoft		SIMIS
 Sign in to SIMS ID Sign in with Facebook Sign in with Twitter Sign in with Google Sign in with Microsoft 	Regis	ter your account for SIMS product
 Sign in with Facebook Sign in with Twitter Sign in with Google Sign in with Microsoft 	SIMS	Sign in to SIMS ID
 Sign in with Twitter Sign in with Google Sign in with Microsoft 	f	Sign in with Facebook
 G Sign in with Google Sign in with Microsoft 	2	Sign in with Twitter
Sign in with Microsoft	G	Sign in with Google
2		Sign in with Microsoft
Sign in with Office 365	٥	Sign in with Office 365
Sign in with Apple ID	É	Sign in with Apple ID

In order to use the Parent Lite App, all parents/guardians **must register** for an account to be able to log in and update their child's details on the application.

You can choose any of the options but 'Sign in with Microsoft' or 'Sign in with Office **365**' would probably be the easiest as it uses your email address.

Some users tend not to choose Facebook or Twitter for privacy concerns (even though it does not get any access to your social media content at all).

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For this example, we will click on 'Sign in with Microsoft'. It will then prompt you to sign in using your own email address and password.

Enter your email address and password, you will then see the following screen:

Registration			
You will have received a new s	service invite code from either Capita SIM	IS or from your school administrator.	
Please enter the code below a	nd tap or click Register.		
Name	Adnan Yusuf	(not you?)	
Signed in with	Microsoft		
Invitation Code	4MRYDPKG9C		
	Register		

Click Register.

For security purposes, you will then see the following screen:

SIMS			Hello Adnan Yus
Registration - Answer	Security Questio	ons	
You are required to provide a second piece of inform	ation to confirm your identity.		
What is the date of birth of one of your children a	t the school? (dd/mm/yyyy)		
Verify			
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In order to register successfully, **enter** the date of birth of your child. (If you have more than one child at the school, any one of your children's date of birth will be accepted).

Enter the date of birth and then click 'Verify'.

Your account will then be set up – please allow some time for this to be completed, the screen should look like this whilst it is being set up:

SIMS	
Regi	istration - Account Creation
Your acco	unt is being set up and configured. You will be automatically redirected when this process is complete
Elapsed 4	seconds
© 2016 - 2	2020 - Capita Business Services Ltd. All rights reserved.

2.1 Desktop Parent Lite Website / Application

Once set up, you will be redirected to the desktop version of the Parent Lite app:

🥺 SIMS Parent		Green Abbey School Adnan Yusuf
Green Abbey School € 851234 ≌ office@ga.org.uk	BTLS SIMS Online Services - Green Abbey [Full]	
Messages 0 New	27 Calendar 0 Today 0 Tomorrow	Activities
S Safaa		

Click on your child's name.

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Then select the **Data Collection** option highlighted below.



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Once selected you will then be able to start viewing and amending your child's details:

Please **select** some of the options to start viewing your child's details. The visible information is what is already entered in the schools database. If anything needs amending for e.g. Dietary needs, select the option and then amend.

Please see the example below:

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Example:



This child's Dietary section was incorrect.

Halal has been selected and now there is a tick next to the option in the tick box.

Once all changes have been made, **click** the Save button.

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Once saved, be sure to **click** on Finish changes:



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You will then see another button which says 'Submit Changes', please **click** this so that the changes that you have made can be sent to the school for approval:



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Once submitted it will take you back to the homepage and the Data Collection option will now show a padlock and the words 'Review Pending' underneath it.

This means that your changes have been sent to the school for approval. No more changes can be made until the school have authorised the changes for you:

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2.2 Mobile Application

Once your account has been set up and registered (following the steps above under 'Receiving the email invite from school) – you can access this application from your mobile device as well if you are able to download apps. Usually on an Apple device or an Android device.

2.2.1 Apple device

Navigate to the App store and search for 'SIMS Parent'. Download and install the application. Once downloaded, open the application and it will look like this:



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Click 'Yes, Sign in'.

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You will then see the below page:

App Store all 🗢 Done	^{16:07} sts.sims.co.uk	ا 📼 100% مA ک			
Sign	in to SIMS Pa	arent			
Need To Contact	Activate Your Ac your child's schoo activation code.	count? of for an			
Activate Your Account					
Capita Hos	ted Services: Che	s ck Service			
	Secured by SIMS ID				
Se	Secured by SIMS ID	Privacy Notice			
Se	Secured by SIMS ID	Privacy Notice			

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Select the option to sign in with – if you have registered with social media then select the Facebook or Twitter icons.

If you have registered with simply your email address, then select the highlighted icon in the image shown on the left.

You will then see the sign in page.

Enter your email address and press 'Next':



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Enter your password and press 'Sign in'.

App Store III Done	l	⁰⁸ ive.com	100% 🗖 AA 💍
Micro	soft		
adnan_btls	parent@outlo	ook.com	
Enter p	basswor	d	
Password			
Forgotten yo	our password?		
			Sign in
<	>	 [¹]	Ø

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You will then see the following page:

Select 'don't show this again' and click 'Yes'.



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You will then be presented with the Parent Lite App homepage. Please follow the above steps for Android devices.

You can then follow the same steps in chapter 2.1 to make changes to your child's details.



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