

BT Lancashire Services

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

Reference: Parent App User

Version: 1

Date: October 2020

Owner(s): AY

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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.

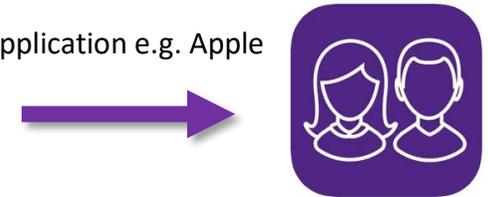
1 Prerequisite

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:

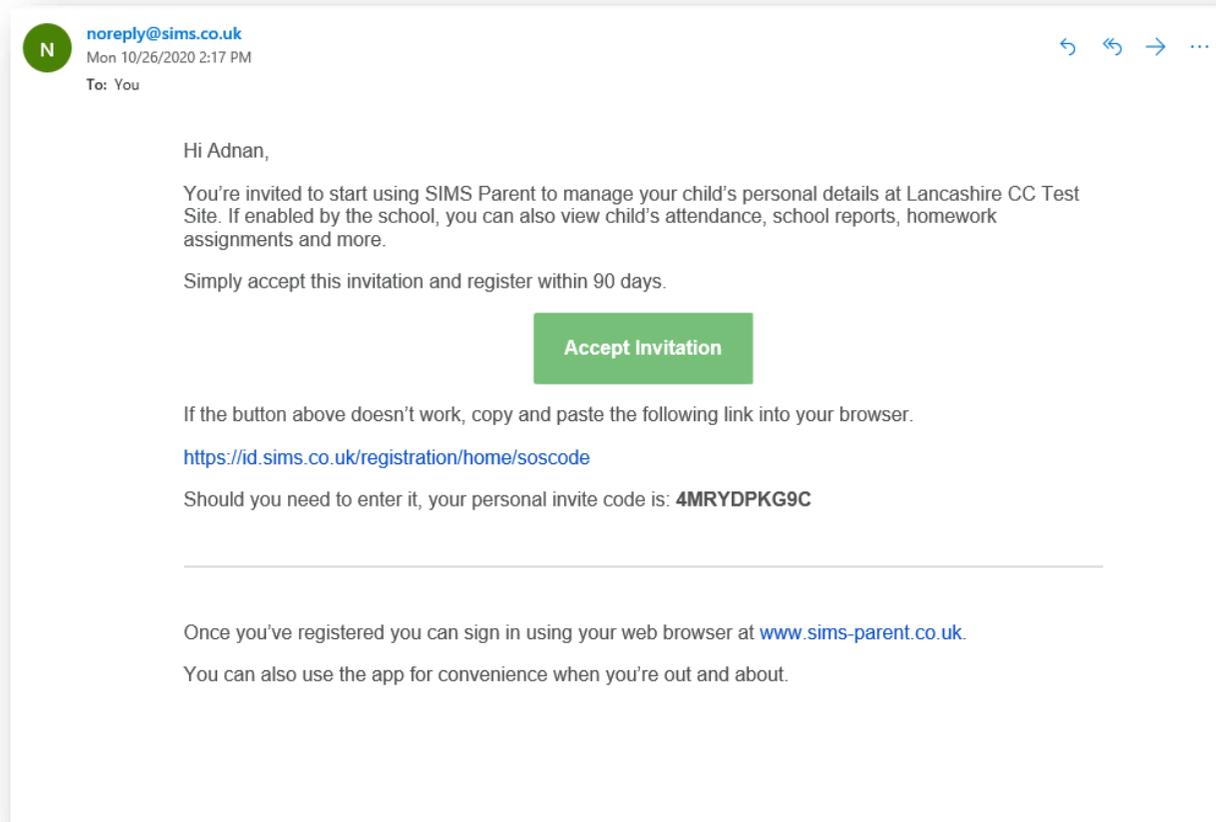


1.3 Desktop / Laptop

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 www.sims-parent.co.uk once registered.

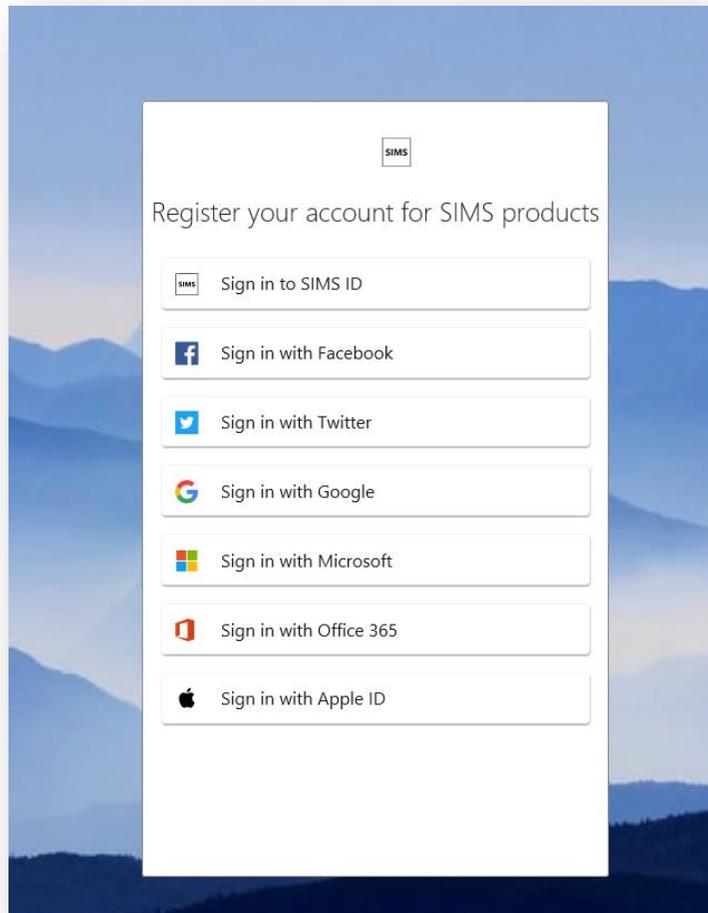
2 Receiving the Invite Email from school

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



Click on '**Accept Invitation**'.

You will then see the following screen:



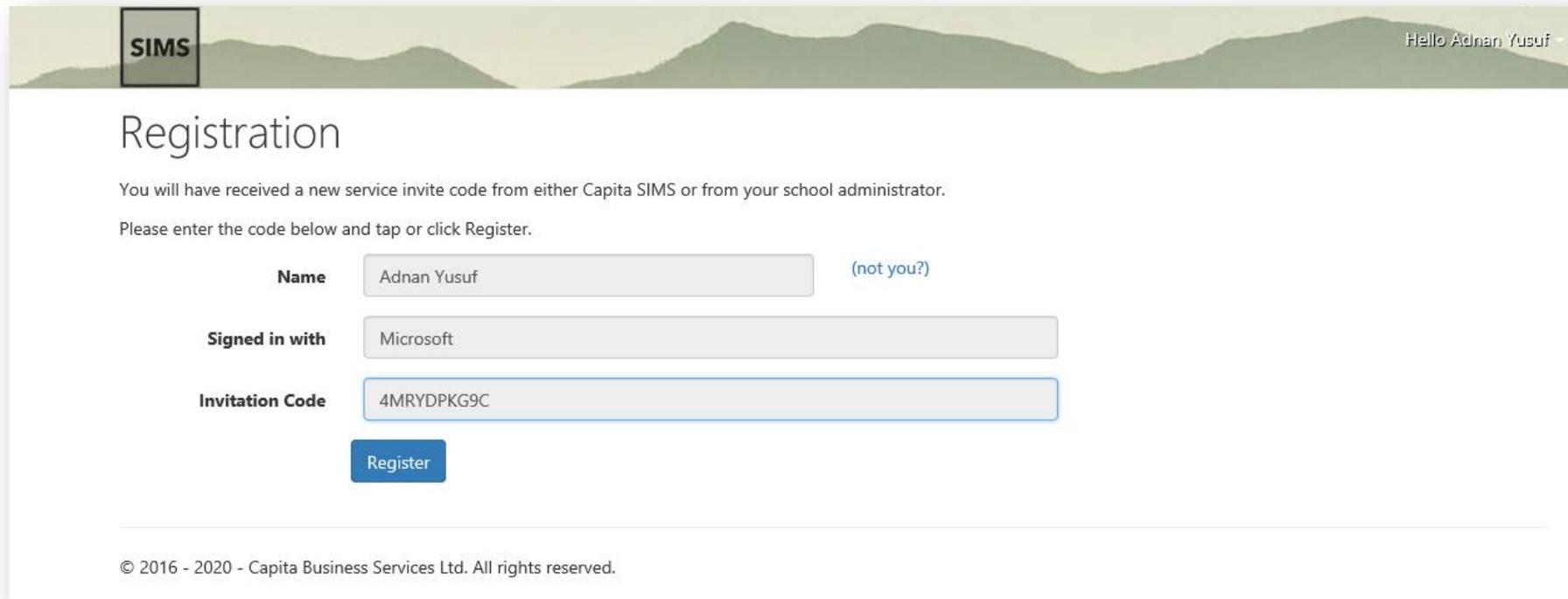
In order to use the Parent Lite App, all parents/guardians **must register** for an account to be able to log in and update their child's details on the application.

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).

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:



SIMS Hello Adnan Yusuf

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

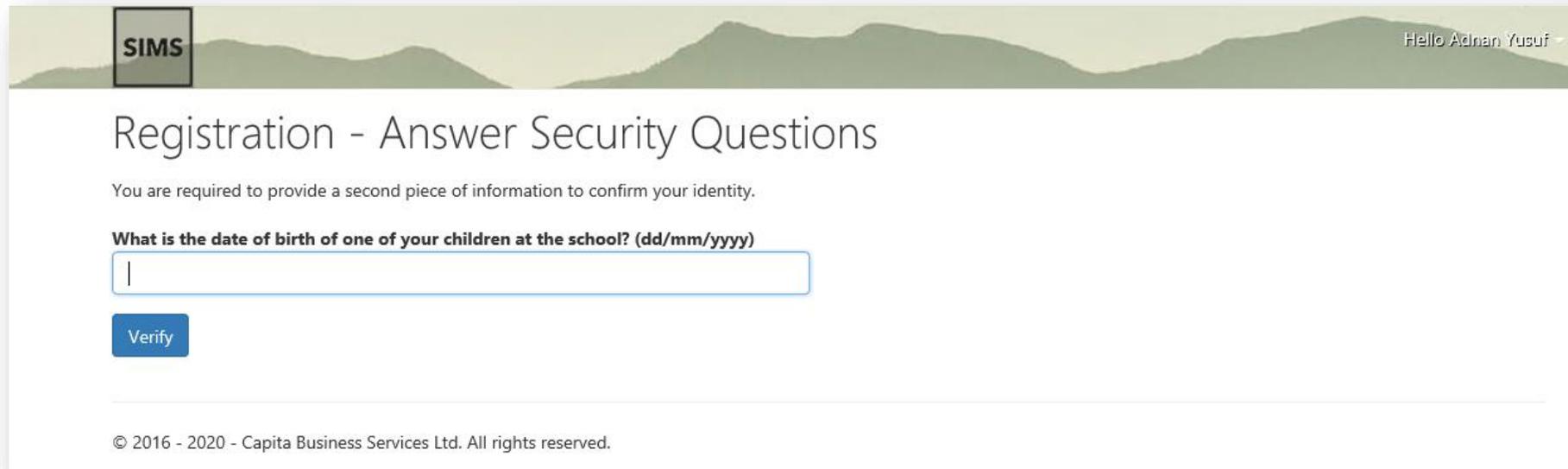
Signed in with

Invitation Code

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Click Register.

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



SIMS Hello Adnan Yusuf

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)

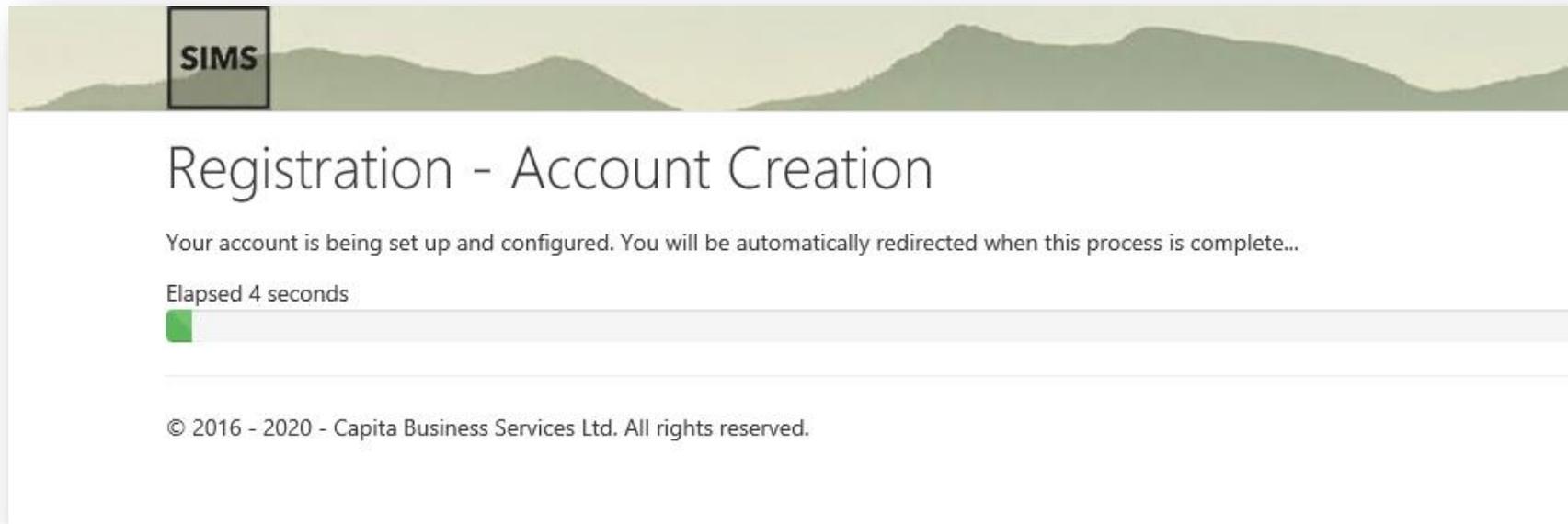
Verify

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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).

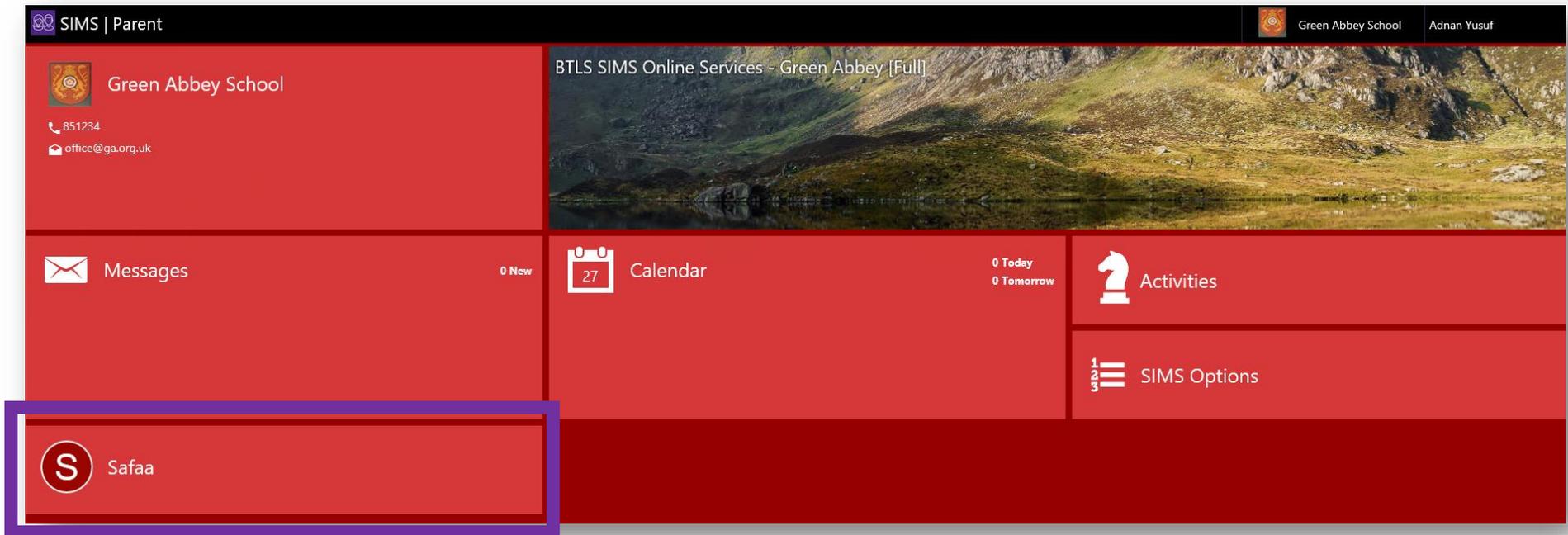
Enter the date of birth and then **click** 'Verify'.

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:



2.1 Desktop Parent Lite Website / Application

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

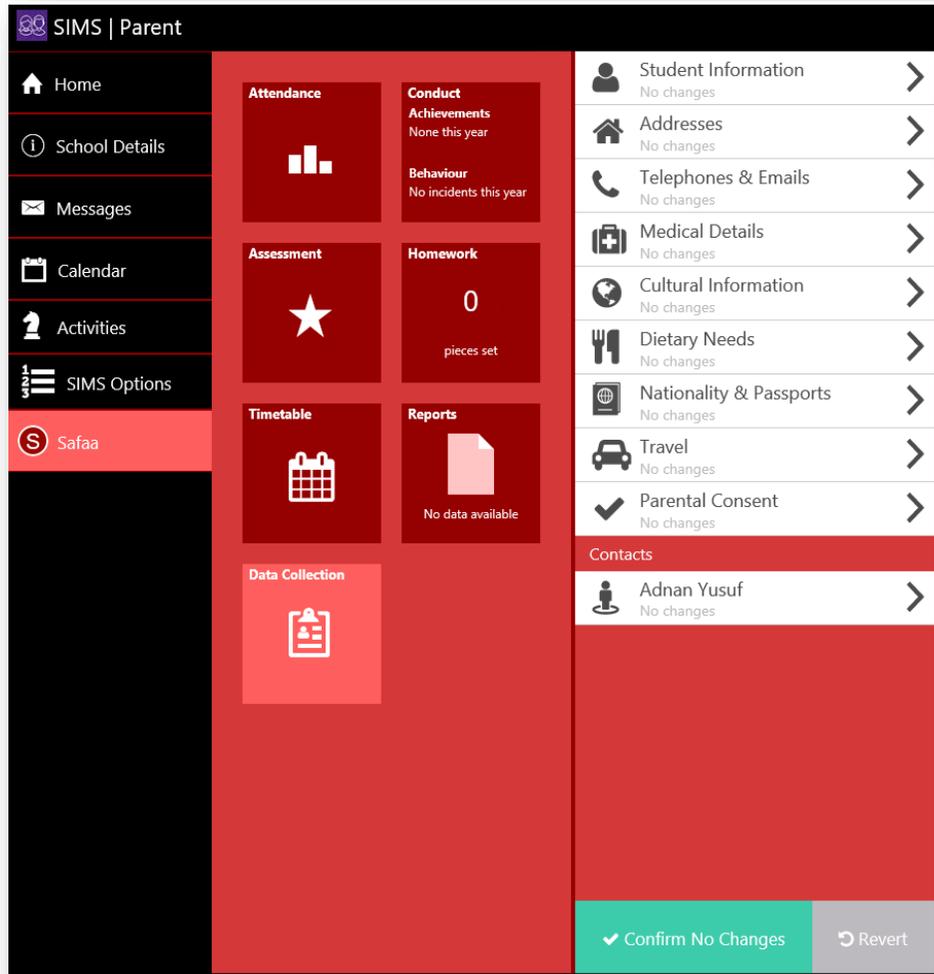


Click on your child's name.

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



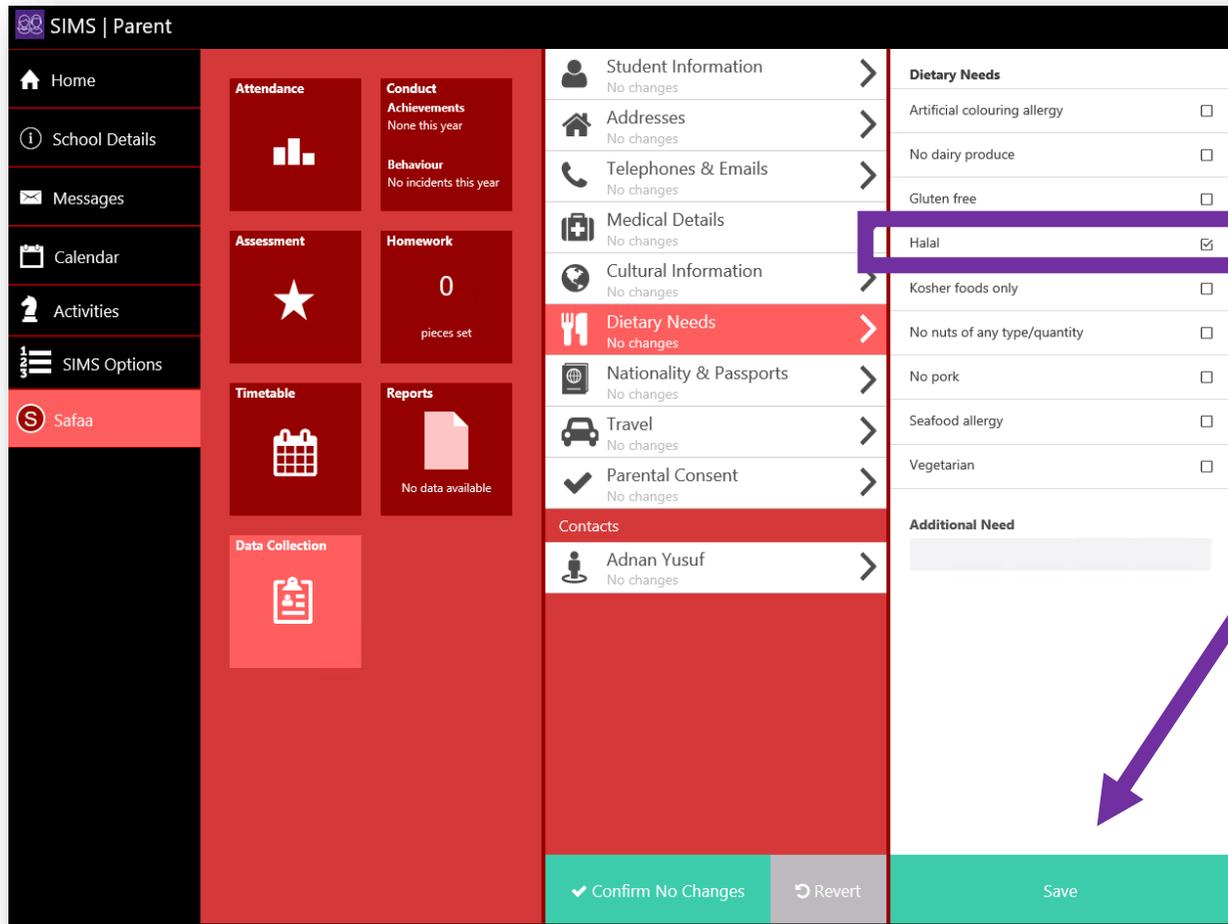
Once selected you will then be able to start viewing and amending your child's details:



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:

Example:

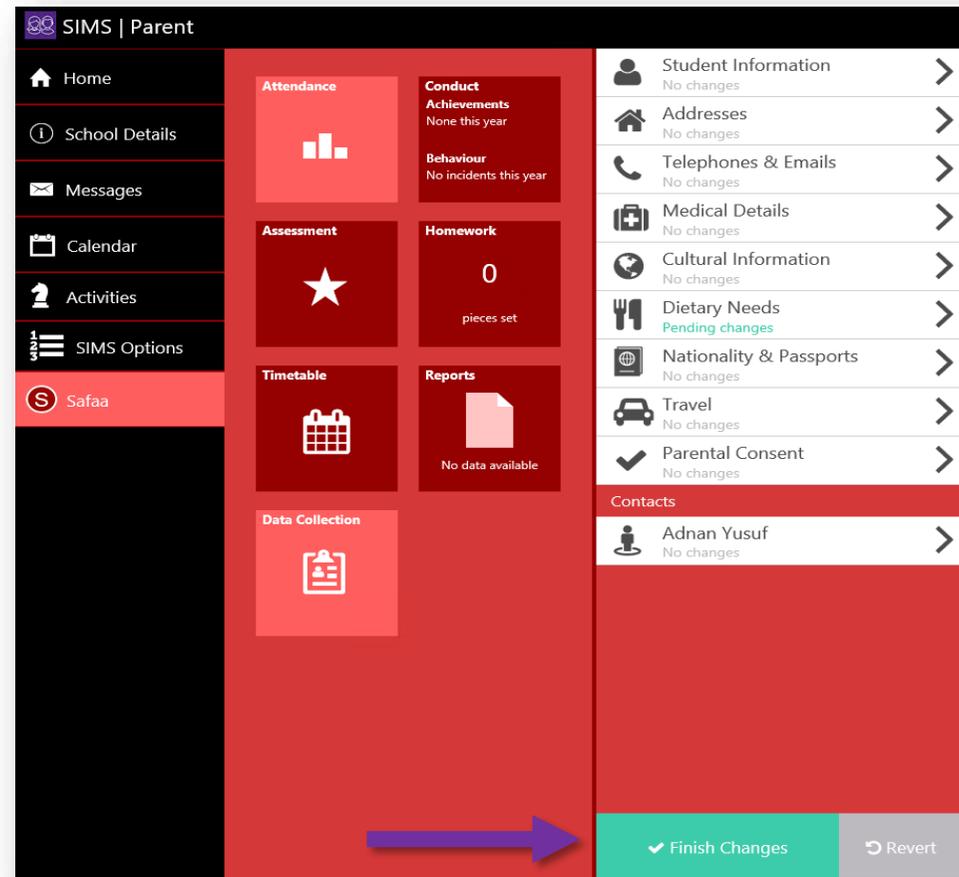


This child's Dietary section was incorrect.

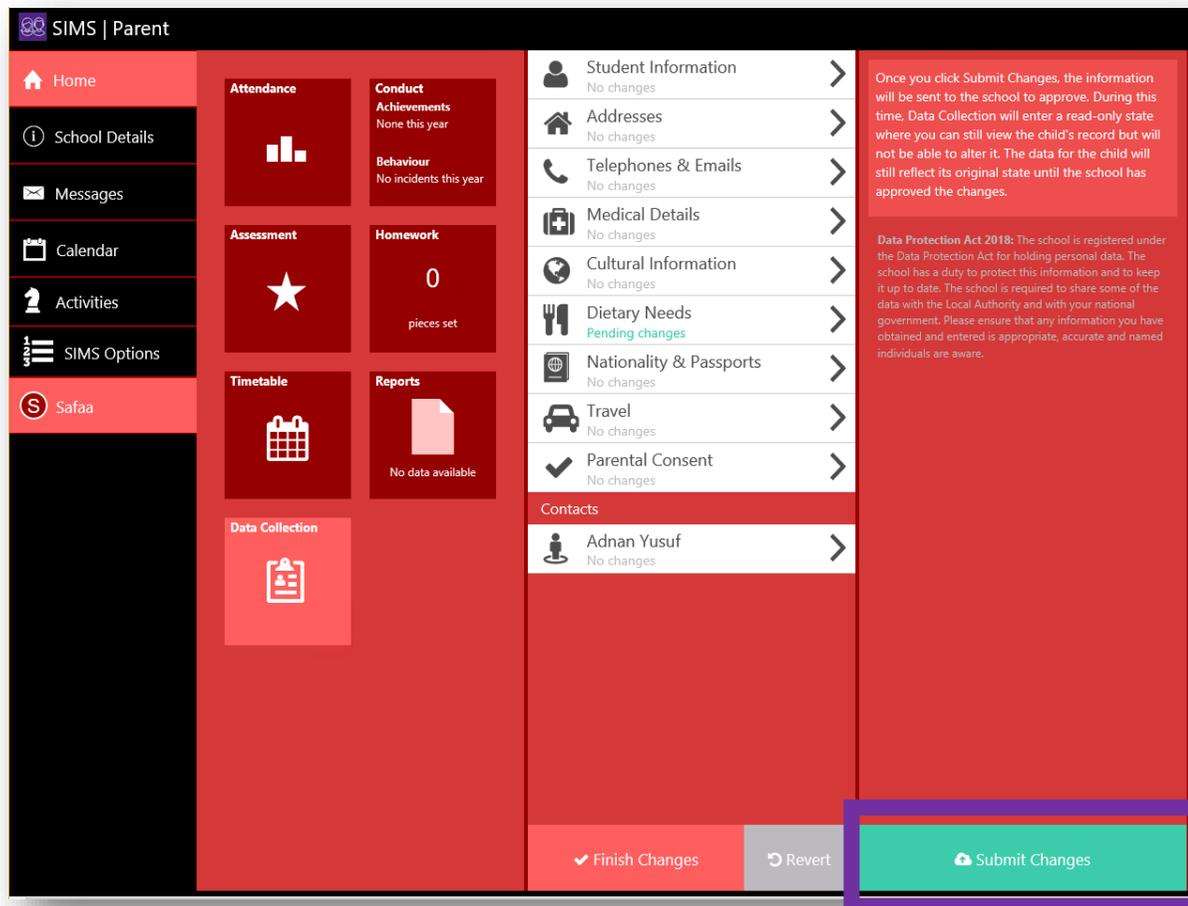
Halal has been selected and now there is a tick next to the option in the tick box.

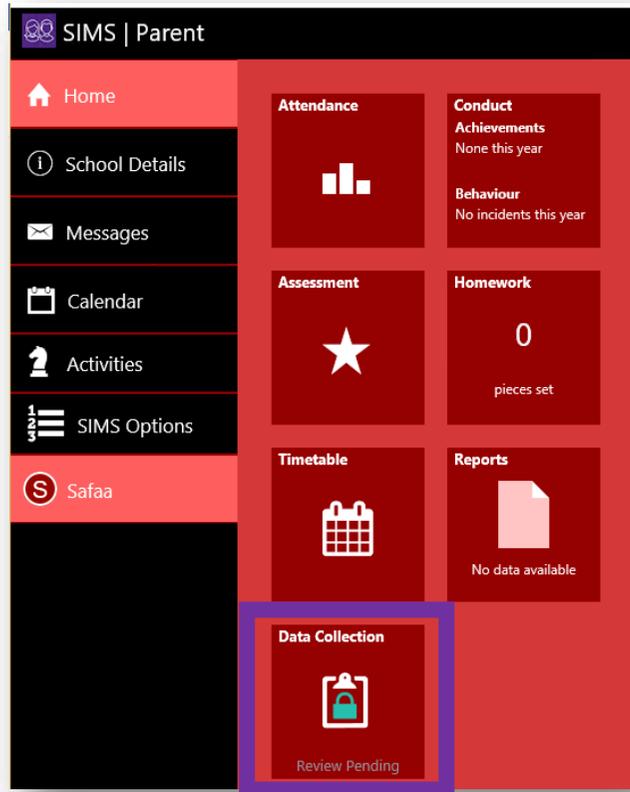
Once all changes have been made, click the Save button.

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



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:





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:

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.

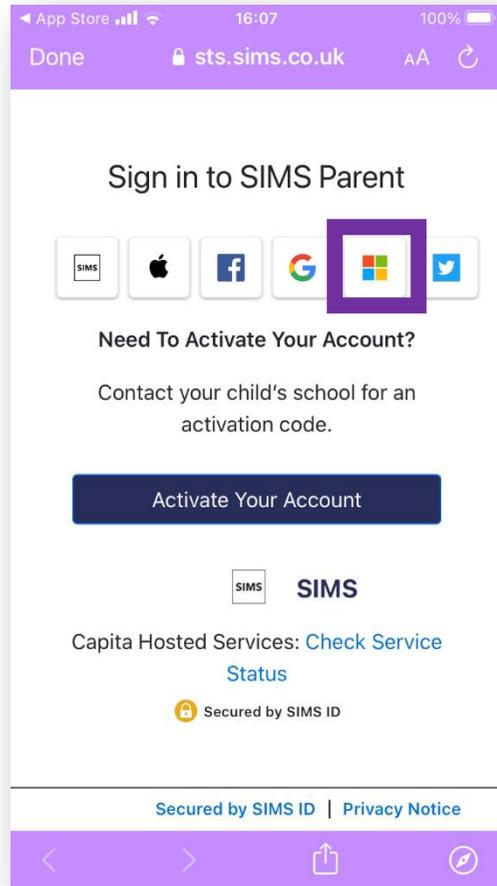
2.2.1 Apple device

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:



Click 'Yes, Sign in'.

You will then see the below page:

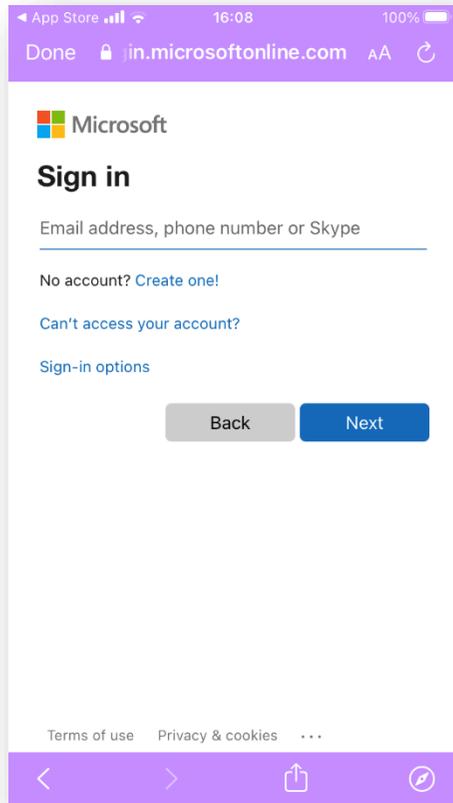


Select the option to sign in with – if you have registered with social media then select the Facebook or Twitter icons.

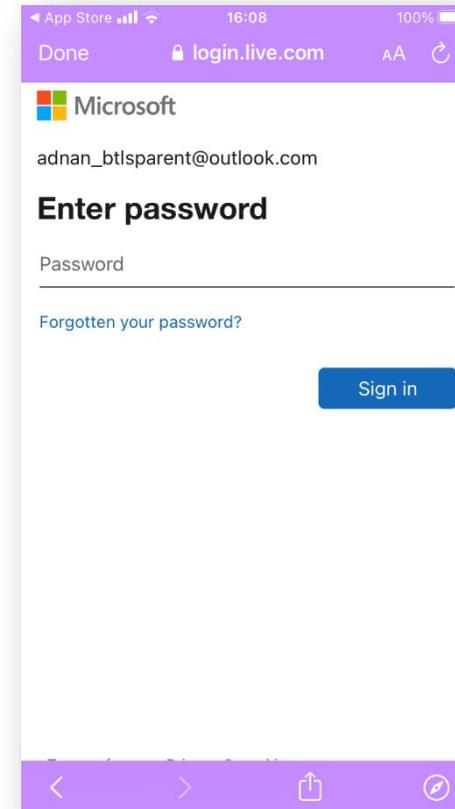
If you have registered with simply your email address, then select the highlighted icon in the image shown on the left.

You will then see the sign in page.

Enter your email address and press 'Next':

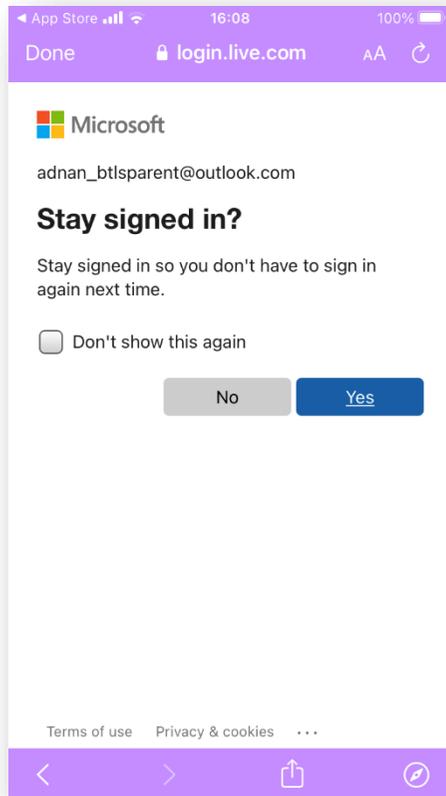


Enter your password and press 'Sign in':



You will then see the following page:

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



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.

