1.   An email will be sent inviting you to become a SIMS Parent App user. You will r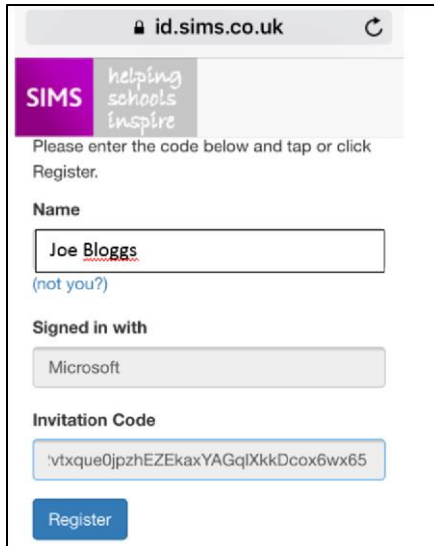eceive a registration email from **noreply@sims.co.uk** containing a unique invitation code. If you have not yet received a registration email, please check your SPAM or JUNK folder. You don't need to make a copy of the code as it will be entered for you.

2.   Open the email and click the link as instructed. A new Internet browser window will open and you will be asked to **sign in**.

3.   Select an existing account of your choice with which you would like to use to register. Currently, only the options below are available to sign in. If you use a BT or Yahoo email for example, you will need to use another account type from the list below to sign in.

Banbridge Academy does not see or have any access to the account you use.

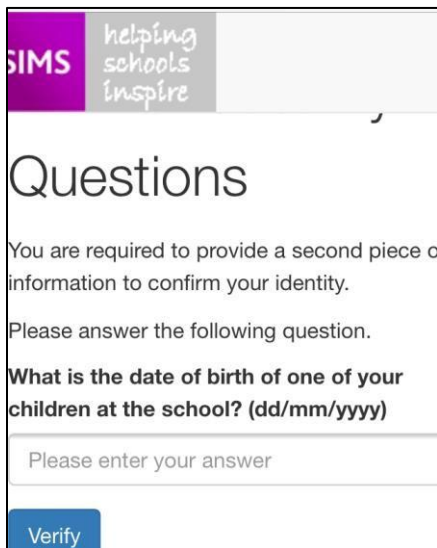| Option	Used with
Sign in with Microsoft	Hotmail, Outlook, Live
Office 365	Office 365, C2K
Sign in with Google	Gmail, Google Mail
Log in with Facebook	Any Facebook account
Sign in with Twitter	Any Twitter account

4.   Having entered the username and password for the chosen account, you will see the SIMS Registration Form – this should autocomplete, with your name, chosen sign in account and Invitation Code. Select REGISTER.

5.   You will then be asked for the date of birth of one of your children at the school, in the form

DD/MM/YYYY (e.g. 07/09/1977). You may be asked other information to confirm your identity.

6.   You have now registered for SIMS Parent. You can download the app from the Google Play or Apple App store by searching for **SIMS Parent**.

7.   Once you have downloaded **SIMS Parent,** you will be asked to sign in using your chosen log-in account details**. Once you have registered you can also use www.sims-parent.co.uk from any web browser.**

8.   Once logged into the App, you will see a screen with options for Assessment, Attendance, Timetable, Reports and Data Collection.