




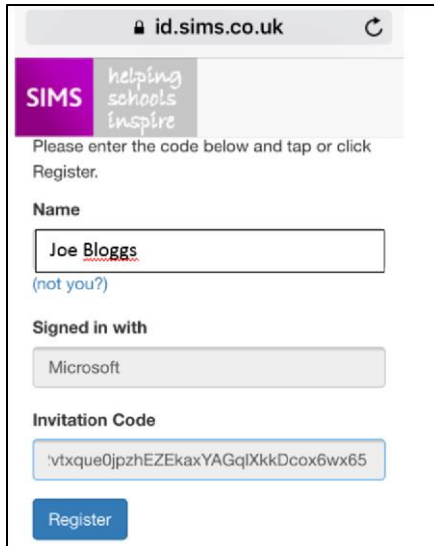


1. An email will be sent inviting you to become a SIMS Parent App user. You will receive a registration email from **noreply@sims.co.uk** containing a unique invitation code. If you have not yet received a registration email, please check your SPAM or JUNK folder. You don't need to make a copy of the 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
	Hotmail, Outlook, Live
	Office 365, C2K
	Gmail, Google Mail
	Any Facebook account
	Any Twitter account

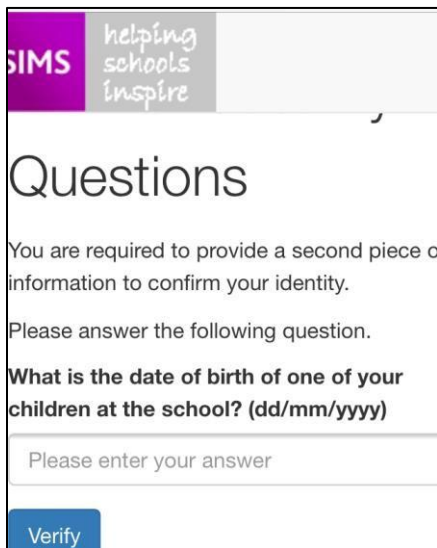
4. Having entered the username and password for the chosen account, you will see the SIMS Registration Form – this should autocomplete, with your name, chosen sign in account and Invitation Code. Select REGISTER.



The screenshot shows a web browser at the URL id.sims.co.uk. The page header features the SIMS logo and the tagline 'helping schools inspire'. The main content area contains the following elements:

- A message: "Please enter the code below and tap or click Register."
- A "Name" field containing the text "Joe Bloggs".
- A link: "(not you?)"
- A "Signed in with" section with a "Microsoft" button.
- An "Invitation Code" field containing the alphanumeric string: 'vtxque0jpszEZEkaxYAGqIXkkDcox6wx65'.
- A blue "Register" button at the bottom.

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.



The screenshot shows a verification screen with the SIMS logo and tagline. The main heading is "Questions". The text on the page reads:

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

Below the question is a text input field with the placeholder text "Please enter your answer". At the bottom left, there is a blue "Verify" button.

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.