



# SIMS Parent App Registration Guide

Click the link in the email received from [noreply@sims.co.uk](mailto:noreply@sims.co.uk)

You're invited to start using SIMS Parent to manage your child's personal details at enabled by the school, you can also view child's attendance, school reports, homework assignments and more.

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://registration.sims.co.uk>

Should you need to enter it, your personal invite code is: **XVG9BTMRXT**

Register by entering your email address or signing into your Microsoft (including office 365), Google, Facebook or Twitter account using the Register with External Account.

**Activate Your Account**

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Invitation Code

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

**Register your account for SIMS products**

Username

Password

Show Password [Forgot Password?](#)

Sign In

OR

**Microsoft**

**SIMS** Let this app access your info?  
stsims.co.uk

SIMS ID Live needs your permission to:

- View your email address**  
SIMS ID Live will be able to read your primary email address.
- View your basic profile**  
SIMS ID Live will be able to see your basic profile (name, picture, user name).

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at <https://microsoft.com/consent>. [Show details](#)

No Yes

Check the account information is correct (the invitation code should be entered automatically but can be found in the original email if required).

## Registration

You will have received a new service invite code from either SIMS or from your school administrator.

Please enter the code below and tap or click Register.

Name  (not you?)

Signed in with

Invitation Code

Register

Enter the date of birth of one of your children at Poltair School and click verify

## 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

Your account will now be created

## Registration - Account Creation

Your account is being set up and configured. You will be automatically redirected when this process is complete..

Elapsed 14 seconds

## Once you are Registered

You can access your account via the Sims Parent website:

<https://www.sims-parent.co.uk/>



Or install the app to your smart phone





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## How to use the Data Collection Sheet feature

Once you have downloaded the SIMS Parent App, or accessed the site via their website, you will be able to view a Data Collection Sheet which contains the contact information Poltair School holds for your child. By opening the Data Collection Sheet, you will have access to both view and amend all contact details held.

The first section labelled Addresses, Telephone and Email relates to the contact details for your child. Parental and Additional Contact information can be found under the Contacts section and this is where you will be able to add, remove and edit contact information.

Please can we ask that you view the current details held and if they are accurate, confirm this by using the 'Confirm No Changes' button. However, if changes and updates are needed, please amend as necessary then click the following options:

Save - > Back to Student - > Finish Changes - > Submit Changes

Once the school has reviewed your changes, you will receive a message within the SIMS Parent App Messages section to confirm that they have been approved.

If you have submitted changes, but they have not been approved yet, the Data Collection Sheet will show a Padlock icon, meaning no further changes can be made until the school has approved your changes. Once the previous changes have been approved, the Padlock icon will disappear.

## Other areas of the SIMS Parent App/Website (accessed via the Menu option)

### School details

Here you will find useful school information such as Address and Contact Details as well as Term Dates/INSET Days.

### Messages

Any messages sent via the InTouch Communication system will be available in this area. Messages can be filtered by child or by category, by clicking the Filter option.

## Frequently Asked Questions

### Do I need to register separately for each of my children of school age?

No, when you sign into SIMS Parent, information for all of your children attending this school will be displayed in one place.

### Why can't I open the Data Collection Sheet for my child?

If the Data Collection Sheet is not visible for your child, you may not meet the criteria required for submitting changes to your child's account. The criteria are that a registered child contact must have parental responsibility, be priority 1 or 2 without a no-contact court order in place and live at the same address as the child. Please contact the school directly for assistance.

**Any questions?** Please contact your child's school directly for any queries relating to the SIMS Parent App, via email to [secretary@poltair.cornwall.sch.uk](mailto:secretary@poltair.cornwall.sch.uk) or call 01726 874520.