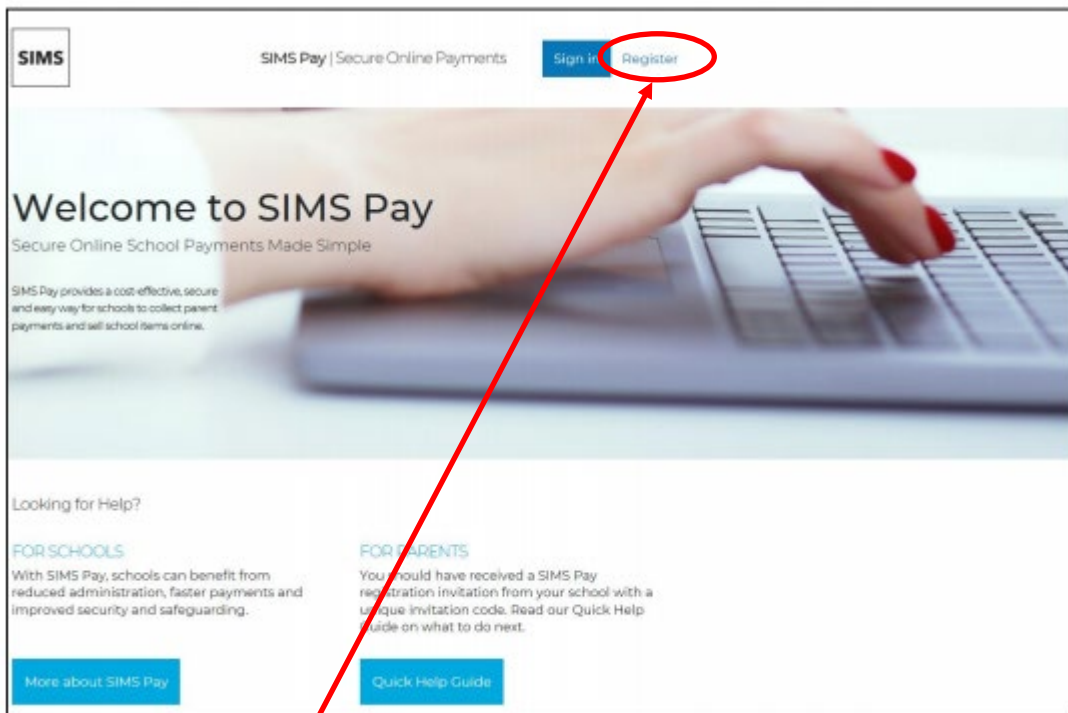


Registering with SIMS pay and SIMs Parent App

- 1) You should have received an email invite from sims pay to sign up to your daughters SIMs pay account
or
- 2) An invite code in a letter
- 3) Click on the blue button which says Go to SIMS pay in the email and it should take you to the page below



- 4) Click the Register button on the right-hand side of the screen to display the Sign in to SIMS Pay page.

5) Click on an email account you would like to register with.

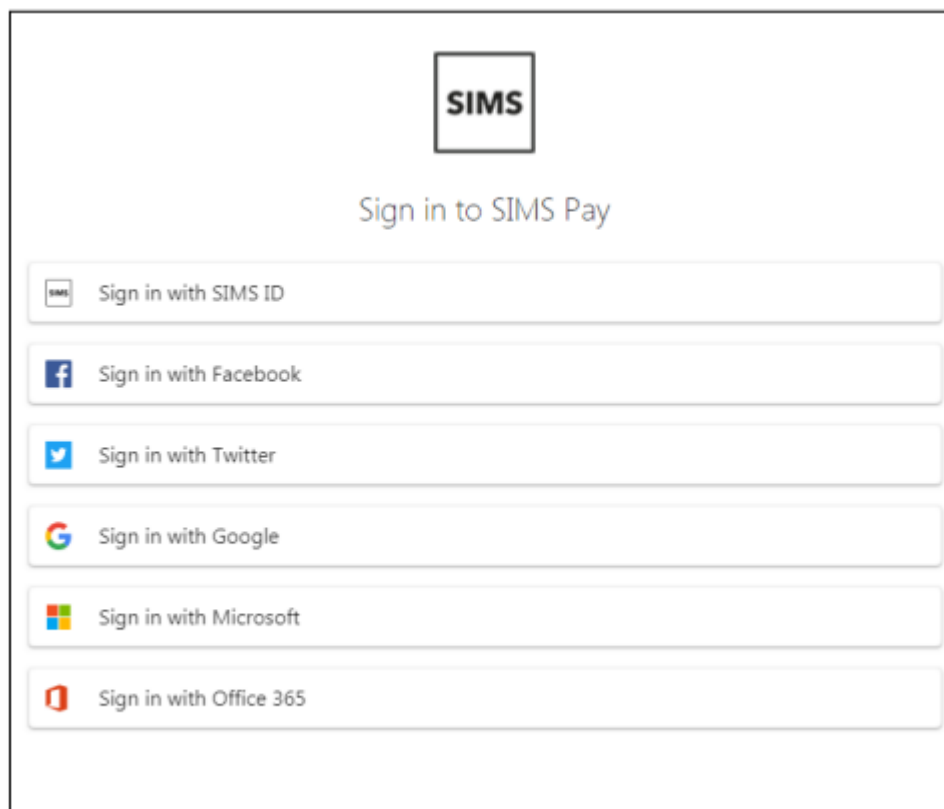
Please note that the type of account depends on the email address you will register with guidance below:

Please do not click on SIMS ID !

Microsoft – is any Yahoo or Hotmail or live email address or iCloud (you will need to enter your email address and your email password and then press yes)

Office – is any outlook email address

Google - is any Gmail or google email address



6) Once your account is set up, you are redirected to SIMS Pay.

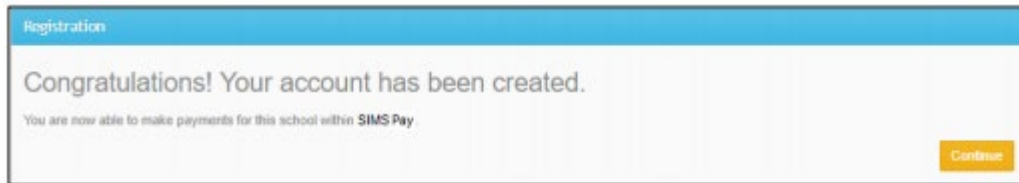
7) On the Confirm Details page above, check that your Title, Forename, Surname and School details are correct. And click continue

8) Type in your email address and repeat this in the Confirm Email Address field.

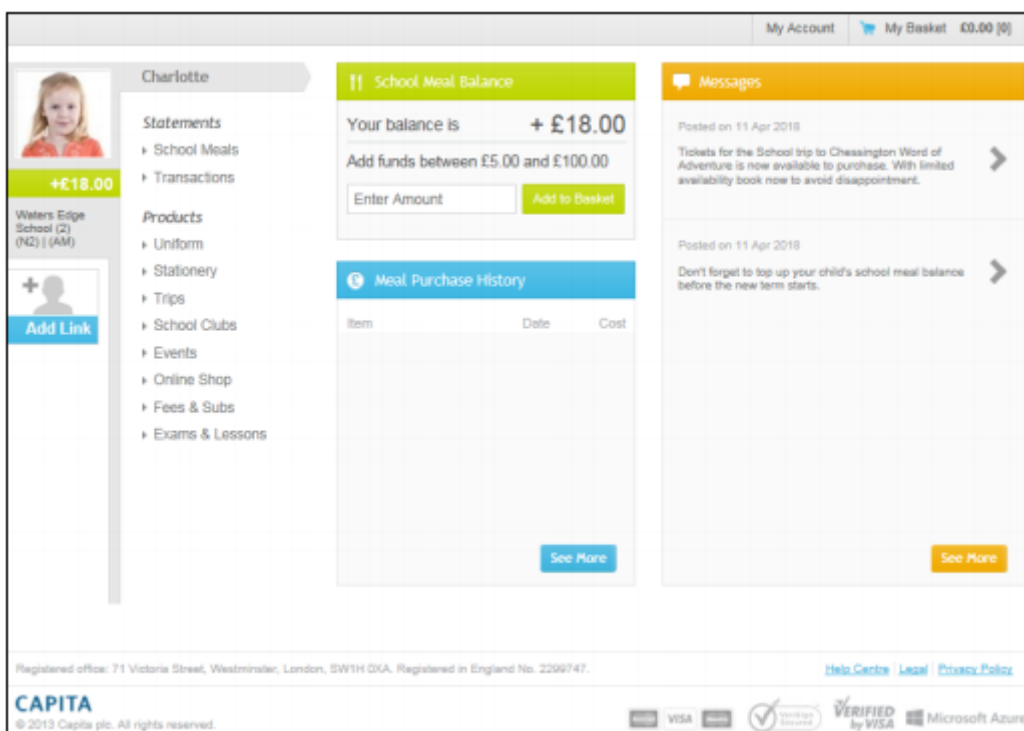
9) The Enable automatic email notifications from SIMS Pay check box should be selected if you wish to receive email notifications from SIMS Pay. Deselect this check box, if required

10) Click the Continue button.

11) Click continue



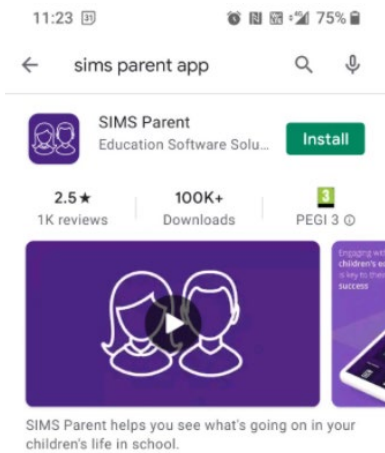
12) You can now use sims pay



SIMS Parent APP

You can now use the same username and password to download and access SIMS parent APP.

When you have registered successfully for SIMS Pay you then need to download the SIMS Parent App as shown below and use the same log in details you have created for SIMS Pay. You can then access your child's school life by clicking on your child's name.



Information you will find on SIMs parent:

You have access to the following information about your daughter school life:

- Attendance and punctuality to school and to lessons
- Achievement and behaviour points
- Her school timetable
- Her progress reports
- You can change your details (telephone numbers, address, medical records ...etc) on the app and

