

# SIMS Parent App Lite Getting Started



## Letter from Principal:

September 2024

Dear Parent,

**SIMs Parent App Lite** is available to parents and it is vital that you download and register for SIMs Parent App, if you have not already done so, as this will be our primary means of communication with parents from September 2022.

The app provides a convenient way for you to access, review and request changes to the data held on you and your children directly from your smartphone, tablet or PC.

In **SIMS Parent App Lite** you will be able to:

- Access and update your contact details, so we always have the most up-to-date information in case of emergency.
- Access and update information on your child(ren).
- View school term and inset dates.
- View your son's attendance at school.
- View your son's timetable.
- Access your son's reports electronically.

### Preparation for SIMs Parent App

You should have received an activation email containing a link which you can click using your tablet, PC or smartphone to activate your account. (If you have not received an email, please contact the school on [info@stmaryscbgs.com](mailto:info@stmaryscbgs.com).) You will be able to log in using your normal **Facebook, Twitter, Google** or **Microsoft** username and password. **After you have activated the email and provided login details**, you can then download the app from the Google Play or Apple App store and log on.

Please see the document below for instructions on how to register, download the app, and log on.

Yours faithfully



Mr B McComb

Principal

St Mary's CBGS

Belfast

# SIMS Parent App Lite – Parent Registration

## 1: Download SIMS Parent App

From the Apple App Store or Google Play Store, search for SIMS Parent and download app to your phone or tablet



SIMS parent can also be accessed through a web browser at: [www.sims-parent.co.uk](http://www.sims-parent.co.uk)

## 2: Registration Email

You will receive a SIMS Online Services registration email (similar to the one below) from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code. Click on the link in the email. This invitation has been sent to the email address that you provided on the SIMS Data Collection Form

**Check the Junk folder in your email if you haven't received the registration email.**

**From:** [noreply@sims.co.uk](mailto:noreply@sims.co.uk)  
**Date:** 15 September 2017 at 10:11:48 BST  
**To:** <your email address is written here>  
**Subject:** St Mary's Christian Brothers' Grammar School – SIMS Online Services Invite

You have been invited to join the SIMS Online Services for **St Mary's Christian Brothers' Grammar School**.

To join simply click this link. The link is valid for 90 days from today.

*link will appear here*

**You must click on the link and complete the registration process to verify your account before signing into the app**

## 3: Sign in to SIMS Parent

To sign in to SIMS Parent you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter.



### Notes:

- In order to activate SIMS Parent App, the Date of Birth of your child is required.
- Siblings in other schools  
If you have other children in other schools using SIMS Parent app, please use the same login details to view multiple schools in the App

## 4: Troubleshooting

What If?	What to do
How do I download the app?	SIMS Parent is available from either the Apple App Store or the Google Play store. Search for SIMS Parent
I can't download apps to my phone	SIMS Parent is accessible from the following web address <a href="http://www.sims-parent.co.uk">www.sims-parent.co.uk</a>
I haven't received an email invitation	Check your Junk folder Send an email to: <a href="mailto:info@stmaryscbgs.com">info@stmaryscbgs.com</a> and we will then re-issue an invitation. You have 90 days to complete the sign in process before the invitation expires
I don't have any of the accounts required	You will need to set up an account with one of the third party providers
I have followed the steps listed and I still cannot sign in	Please send an email to: <a href="mailto:info@stmaryscbgs.com">info@stmaryscbgs.com</a> explaining briefly what the issue is and someone will contact you.

# SIMS Parent App Lite User Guide

Using the App – Phone/Tablet



Make sure you have followed the guidance on the previous page and have completed the following steps:

- Register using the email link provided
- Download the App onto your device
- Log in to the App

When you have successfully logged in, the Home Screen below will appear:

The screenshot shows the Home Screen of the SIMS Parent App. At the top, there are two tabs: "Home" and "Menu". The main content area is divided into several sections:

- Messages:** A section with an envelope icon, the word "Messages", and "21 New". Below this are three items, each with the text "Weekly Attendance" and a date: "25 Oct 2021", "25 Oct 2021", and "11 Oct 2021". A bracket on the right side of this section is labeled "New messages".
- Calendar:** A section with a calendar icon and the word "Calendar". A bracket on the right side of this section is labeled "Quick link to Calendar".
- Students:** Two rows of student profiles. Each row has a circular profile picture placeholder and a name in a purple box: "Paul" and "Joe". A bracket on the left side of these rows is labeled "Links to details about each of your sons in St Mary's". A red arrow points to the profile picture of "Joe".

Below the screenshot, there is a red arrow pointing to the "Joe" profile picture and the following text:

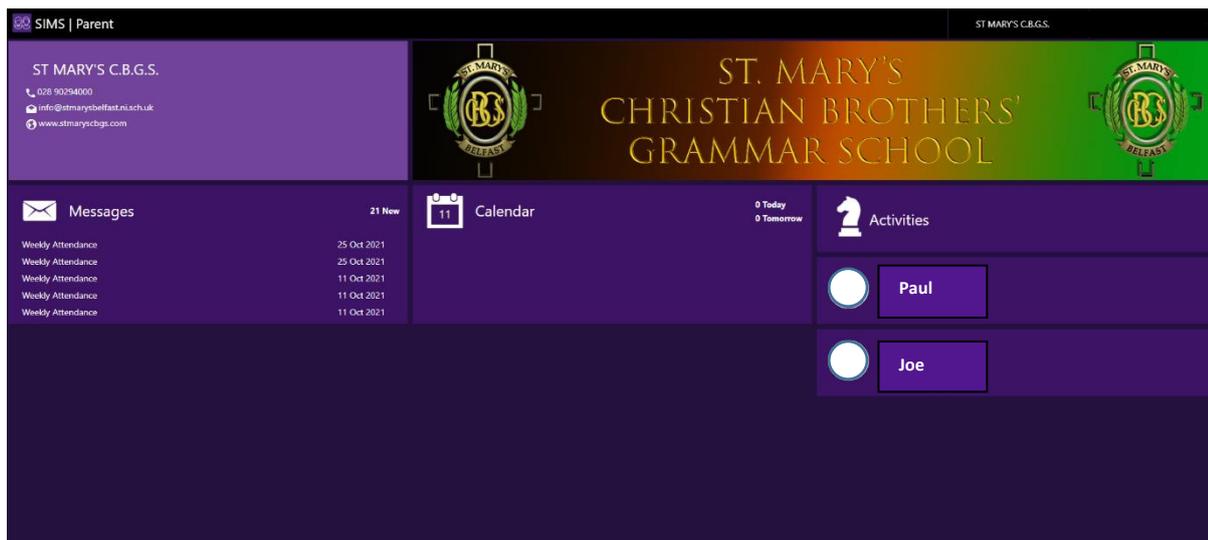
**Click on each student's name to access their data**

## Accessing SIMs Parent App Lite Laptop/PC

Make sure you have followed the guidance on the previous page and have completed the following steps:

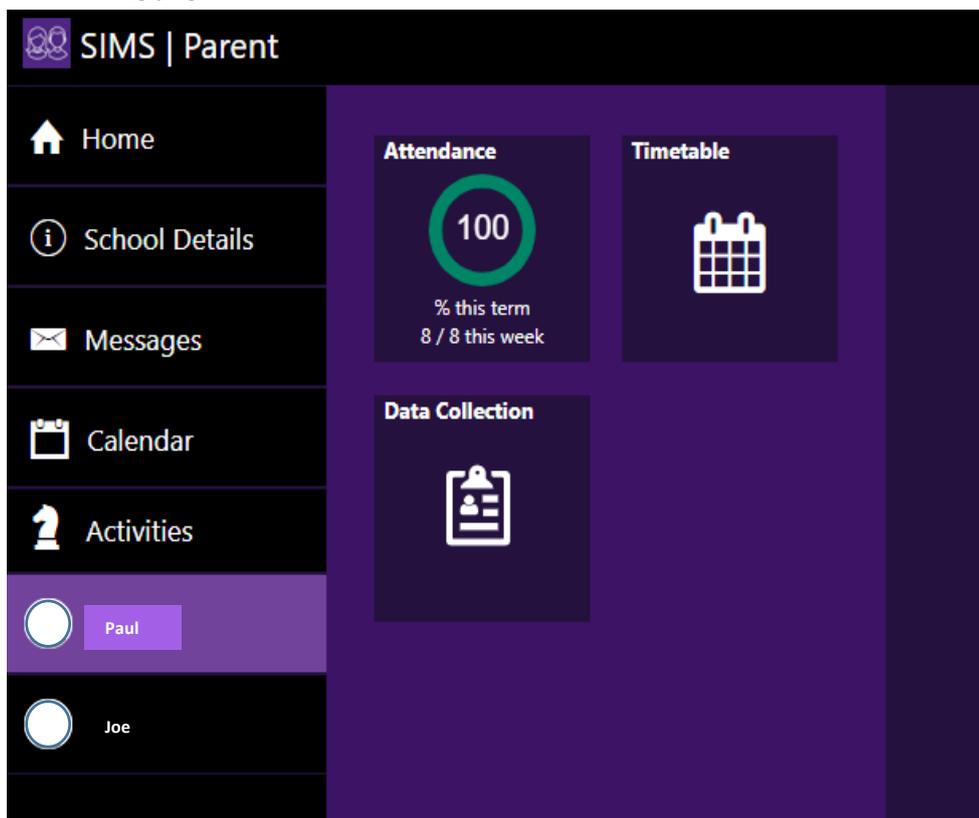
- Register using the email link provided.
- Open the Parent App website at: [www.sims-parent.co.uk](http://www.sims-parent.co.uk)  
(we recommend using Google Chrome browser)
- Log in to the website using details you registered

When you log onto the SIMs Parent App from your Laptop/PC, your Home Screen will open. The options available are the same as those provided in the App (as seen on previous page) but the layout is slightly different as can be seen below.

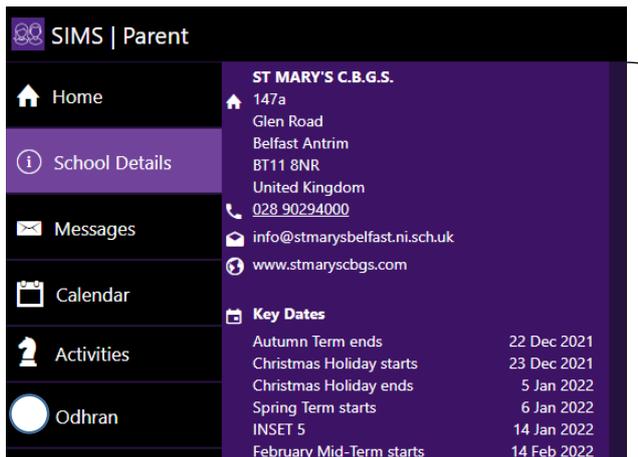


## Menu for Each Student

When you select your son, you will be presented with the options below which will be described in the following pages.



### 1) School Details

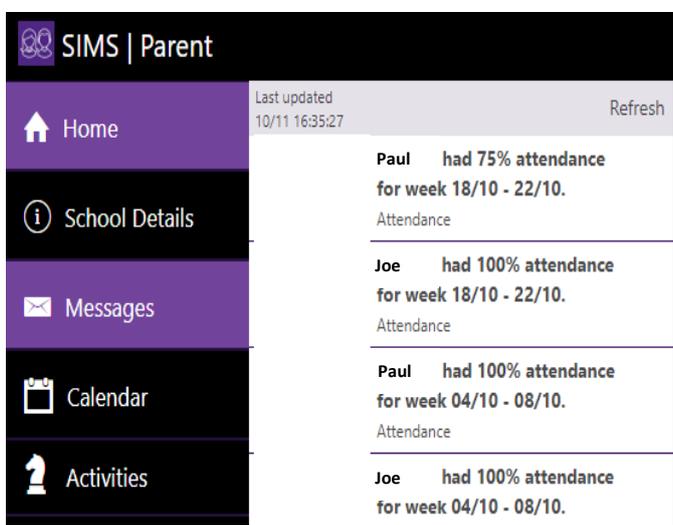


Here you can access:

School Contact Details

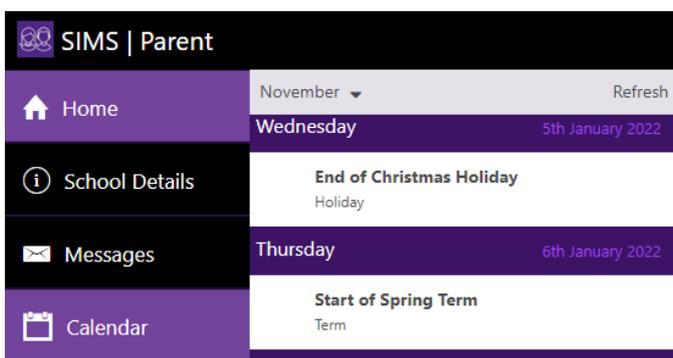
Key Dates for the Academic Year

### 2) Messages



Any messages sent to parents will be shown here.

### 3) Calendar



As well as Key Dates, any school activities will be shown in the Calendar.

#### 4) Timetable

Today		10th November 2021
<b>Registration</b>		09:00
Mobile 2   Mr C A MCEVOY		09:10
<b>Physical E</b>		09:10
Gym A   Mr N WARD		09:50
<b>Physical E</b>		09:50
Gym A   Mr N WARD		10:30
<b>Double Awa</b>		10:30
S16   Dr K M ROBINSON		11:10
<b>Double Awa</b>		11:25
S16   Dr K M ROBINSON		12:05
<b>Life Learn</b>		12:05
E32   Mr F J MCCONVILLE		12:45
<b>Technology</b>		12:45
T5   Mr V M MURPHY		13:25
<b>English</b>		14:05
E21   Mrs C MCCOMB		14:40
<b>Religious</b>		14:40
R4   Mr M ROBINSON		15:15

Parents can view which classes are taking place at various times during the school day.

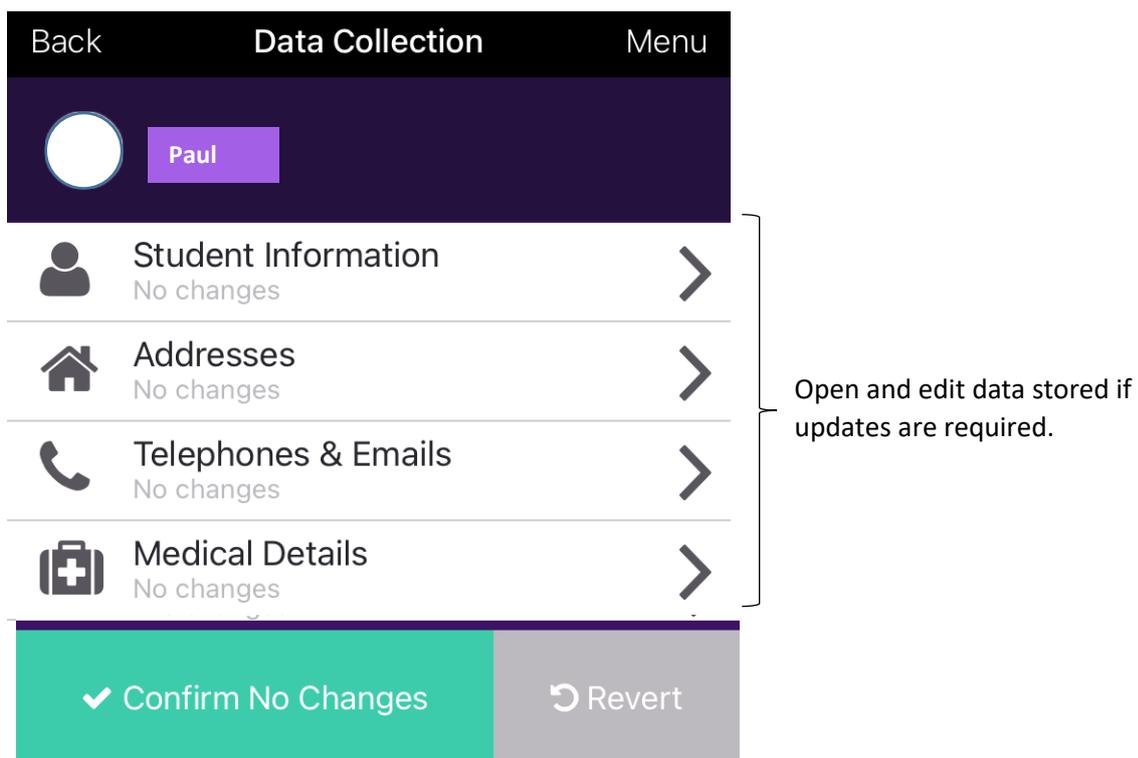
#### 5) Attendance

w/c 8th November 2021					
	Mon	Tue	Wed	Thu	Fri
AM	✓	✓	✓	—	—
PM	✓	✓	✓	—	—
w/c 1st November 2021					
	Mon	Tue	Wed	Thu	Fri
AM	✓	✓	○	✓	✓
PM	✓	✓	○	✓	✓

Parents can view each son's attendance codes week by week.

## 6) Data Collection

Here you can view the data stored about your son and edit the data where needed.



*Once you have updated and saved the new data, office staff will verify this and you will receive an email to confirm the data has been updated.*