



**KILKEEL HIGH SCHOOL**

*Creating Opportunity ~ Realising Potential  
~ Developing Individuals ~*



Queen's Academy School

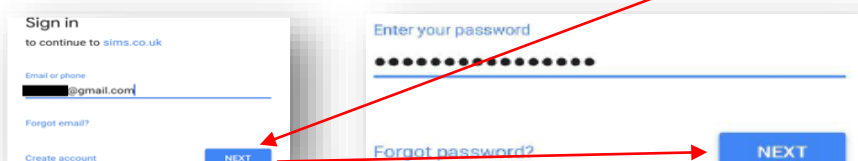
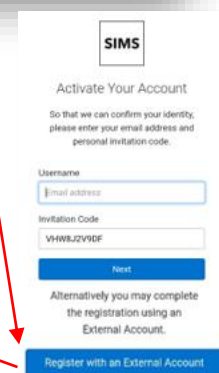
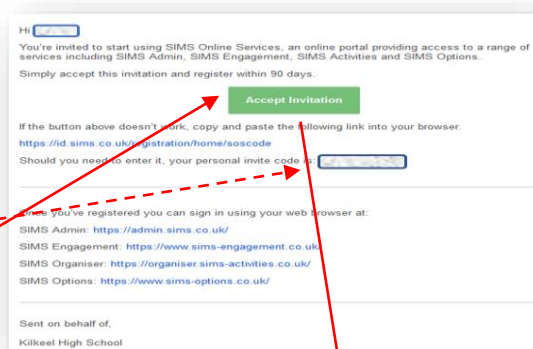
## SIMS PARENT APP – Installation Guide (from September 2022)

To use the Parent App on your phone or computer/tablet there are two steps:

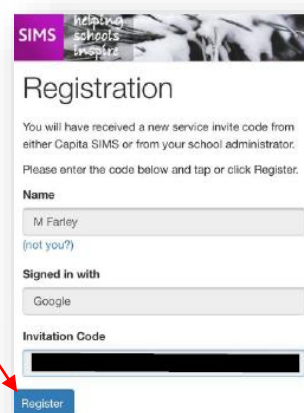
1. **registering** with the SIMS Parent App
2. **downloading** and connecting the app.

### STEP 1: REGISTRATION

1. KHS will send an email invitation to all adults with parental responsibility for a KHS pupil. Firstly, you must note down the **invite code** as this will be required at a later stage. Then simply **Accept Invitation** from your tablet, PC or smartphone to activate your account (*The Email will be from **noreply@sims.co.uk** - please check your SPAM or Junk folder if you cannot find it.*)
2. This will open a new Internet browser window and you will be asked to **Sign in**. You **MUST** scroll down and select the option **Register with an External Account**. You must scroll down and then select **one** of the options displayed. (NOTE: *If you do not have an existing account for any of the options you first need to create an account with one of the listed Third Party Providers.*)
3. Sign in with the details for the chosen option and select 'next'.



4. The registration screen will appear with the invitation code already inserted. If this does not appear automatically, please insert manually. Do not make any changes and simply click **Register**. (*The invite code is also in the invitation e-mail.*)
5. You will need to type in the birthday of one of your children at the KHS in the format shown, **dd/mm/yyyy** (including forward slashes) and then **Verify**





**KILKEEL HIGH SCHOOL**

*Creating Opportunity ~ Realising Potential  
~ Developing Individuals ~*



Queen's Academy School

## STEP 2: DOWNLOADING THE APP (or accessing on PC/Mac)

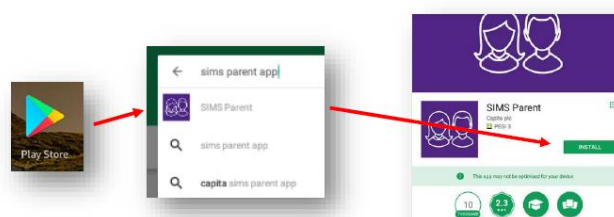
### For iOS (iphone/ipad)



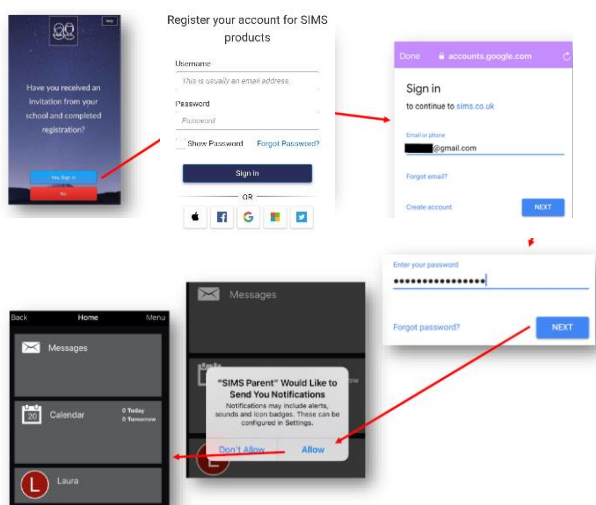
Open the App Store, search for and install the SIMS Parent App.

### For Android

Open the Play Store, search for and install the SIMS Parent App

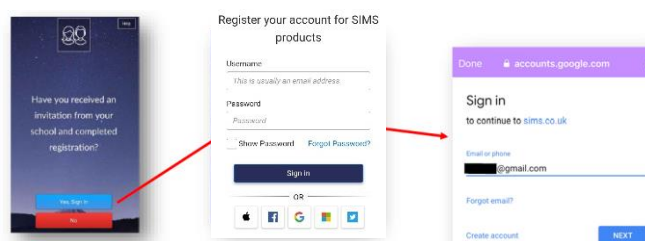


Open the app and sign in using the same account you used to register.



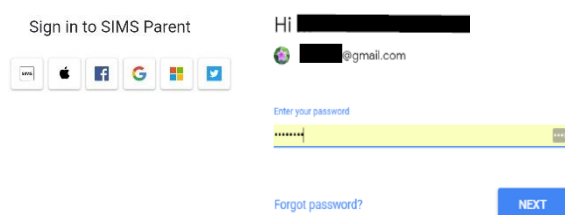
Allow notifications to be sent

Open the app and sign in with the same account you used for registering



### For computer (PC or Mac)

- I. Open your browser and go to [www.sims-parent.co.uk](http://www.sims-parent.co.uk). You can also type "sims parent" into a search engine.
- II. Sign in with the same account that you used for registering earlier.





Creating Opportunity ~ Realising Potential  
~ Developing Individuals ~

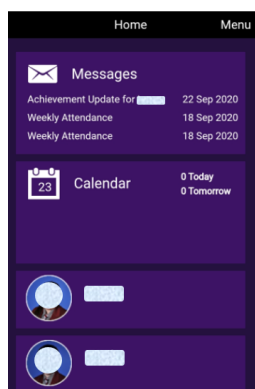


KILKEEL HIGH SCHOOL



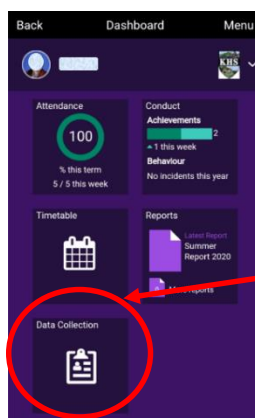
Queen's Academy School

### STEP 3: DATA COLLECTION



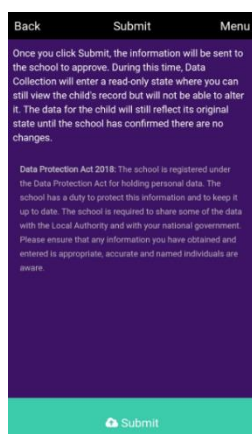
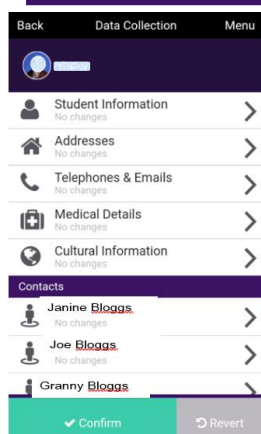
Once you have signed into the SIMS Parent App or SIMS Parent website, your opening screen will display various sections:

- There is a **Messages** section in which you will see any information sent to you from KHS.
- You have access to the KHS **Calendar**.
- Tiles for your child (ren); once selected you have access to information about your child (ren).



- By selecting the image/tile of your child you gain access to the 'dashboard'. Here you find information about your child's **Attendance**, **Conduct** reports, **Timetable**, school **Reports** and key details.

- On first use of the app, please click on the **Data Collection** option to view the data which has been requested for review by KHS (i.e. either add, update, or confirm).



IMPORTANT NOTE: The first Addresses and Telephone & Emails section you are able to see, underneath your child's name are the child's contact details, not your contact details.

If you wish to amend the emergency contacts, including your own, scroll down the page, and you will see a **Contacts** section. Check accuracy of all information and amend if necessary.

If there are no changes, please ensure that you select the **Confirm** button. If you have made changes, please select the **Submit** button to ensure the changes are submitted back to the school.

Once the school has reviewed your changes, you will receive a confirmation message, within the SIMS Parent App **Messages** section to confirm that they have been approved. ***If your details change at any given point during the school year, please use the DATA COLLECTION option to inform the school.***