



Saint Cecilia's
Church of England School

"Glorifying God through outstanding, enjoyable education"

SIMS Parent Registration

Guide for Parents



Setting up an account for SIMS Parent



Create an account using SIMS ID

1. Before you start, sign out of all accounts or use a private (incognito) browser window to avoid accidentally registering with the wrong account.
2. You will receive an email from noreply@sims.co.uk inviting you to register for SIMS Parent. The email contains an invitation code that is unique to you and should not be used by anyone else.

If you have not received the email, please check your spam/junk folder. If you are still unable to locate it, please email info@saintcecilias.london.

3. Click the **Accept Invitation** button as shown below or copy and paste the link into your browser if the button does not work.
4. At the **Activate Your Account** screen, enter your email address and click the **Next** button.

Important: Please ensure that you use the email address that the registration email was sent to.

5. Enter the date of birth of your child or one of your children at the school using the format **dd/mm/yyyy** (e.g. 12/01/2009) on the **Account Registration** screen.



Activate Your Account

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

Username

Email address

Invitation Code

H83PYW7HJJ

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

To create a SIMS ID account, Enter the email address that the registration email was sent to.

SIMS

Account Registration

So that we can confirm your identity, please answer your security question below.

What is the date of birth of one of your children at the school?

Next

Secured by SIMS ID

ESS Hosted Services: Check Service Status

The date of birth must be entered as dd/mm/yyyy (e.g. 12/01/2009).

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6. Create and confirmed a strong password.
Please ensure that the password meet the complexity requirements shown. Click the **Next** button.

7. You will receive a **validation email** once you account has been registered. At this stage we advise all parents to validate their account to enable email based password recovery.

You account is created at this point and you can return to log in using the details you have submitted.

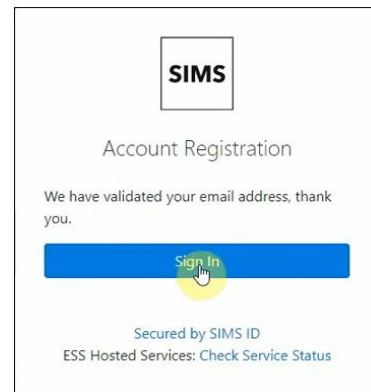
We advised all parents to validate their email address at this point before proceeding to logging in to enable password recovery.

8. Go to your email and check for an email from **SIMS ID Registration**. Click the link in the email to validate your email. Please check your spam/junk folder if the email is not in your inbox.

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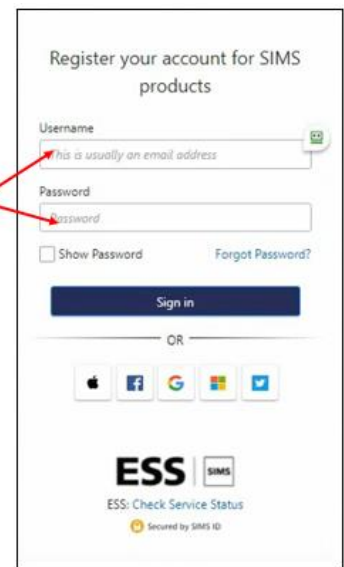


- 9. Click the **Sign In** button on the screen confirming your email address has been validated.



- 10. At the **Register your account for SIMS Products** screen, enter the username and password that you have created earlier, then click the **Sign In** button.

Enter your newly created username and password for SIMS ID here.



- 11. To sign back in to SIMS Parent again, please go to www.sims-parent.co.uk or download the SIMS Parent app via the Play Store or App Store. Click on the **SIMS** icon if prompted, then enter your username and password.

