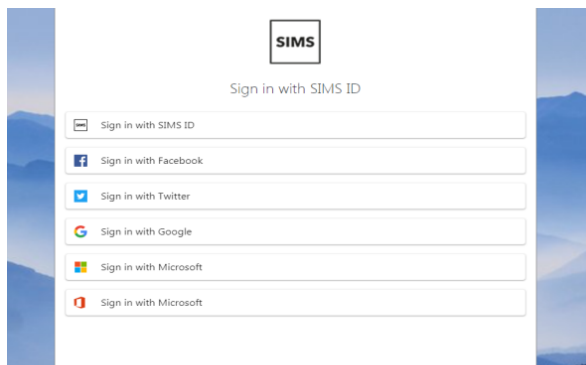




## 'How to' Guide: Registering and Installing the SIMS Parent App

### Registering for the App:

1. Our school will organise for an invitation to register for the app to be sent to your email address. This will be the email address we have on file for you. If you need to update your details, please contact us immediately at **0191 421 2244**
2. You will then receive your invitation email from Capita SIMS. Please check it is not in your spam folder. If you have not received an invitation email, please contact **0191 421 2244**
3. Open the email and click the invitation link inside.
4. You will be directed to a new web page and will be asked to register for the SIMS Parent app using your email.



5. Complete the registration form and log in process to authorise your SIMS Parent app account.
6. You will then be asked for an invitation code. This code will be given to you in your invitation email.
7. If your invitation code is not already filled in, please input the invitation code from the email.
8. Enter the date of birth for one of your children attending the school. This information is merely for security purposes and will not be used by the app.



9. Click verify and complete your registration.

### How to Download the App:

The app is free to download and can be used on both iPhone and Android devices.

1. Open the Apple store or Play store on your mobile device.
2. Search 'SIMS Parent app' and select SIMS Parent by Capita PLC.



# Consilium

## Academies

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3. Click install to download the app
4. Once installed, open the app on your device.
5. You will be asked 'Have you received an invitation from your school and completed registration?' Click yes



6. Sign in with your registered account.

