SIMS Parent Registration

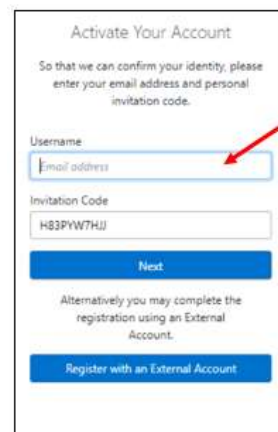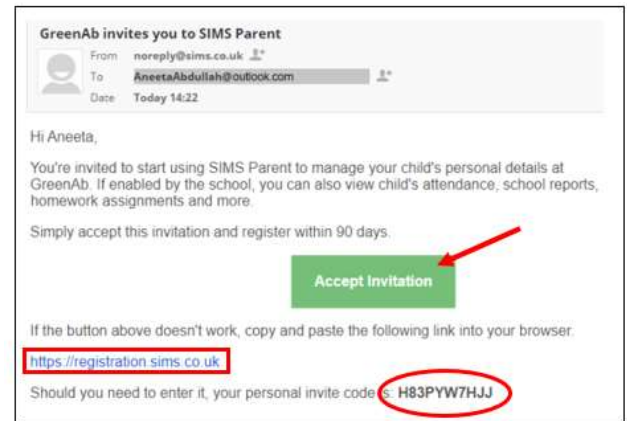## Guide for Parents

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.

6. Create and confirm a strong password.
   Please ensure that the password meets the
   complexity requirements shown. Click the
   Next button.

7. You will receive a **validation email** once you
   account has been registered.

   We advise all parents to validate their
   account to enable email based 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
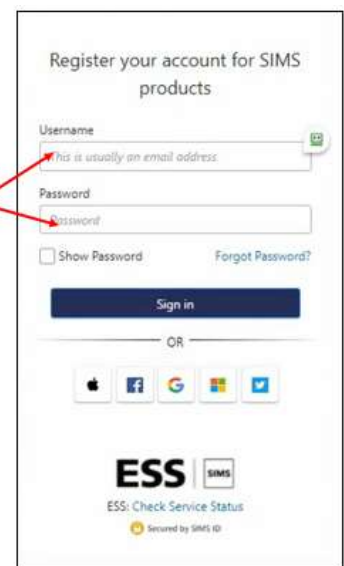   your spam/junk folder if the email is not in
   your inbox.

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.

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.