


Dear Parent,

Please follow the instructions below, carefully, to register and use the SIMS Parent App or website on your phone, tablet, or computer.

To use the Parent App you will have to have received an invitation from CAPITA SIMS, which is sent to the contact email address you have registered with the school. If you have not received this invitation, please email [parentapp@laretraite.lambeth.sch.uk](mailto:parentapp@laretraite.lambeth.sch.uk) to ensure that we have your up-to-date email address.

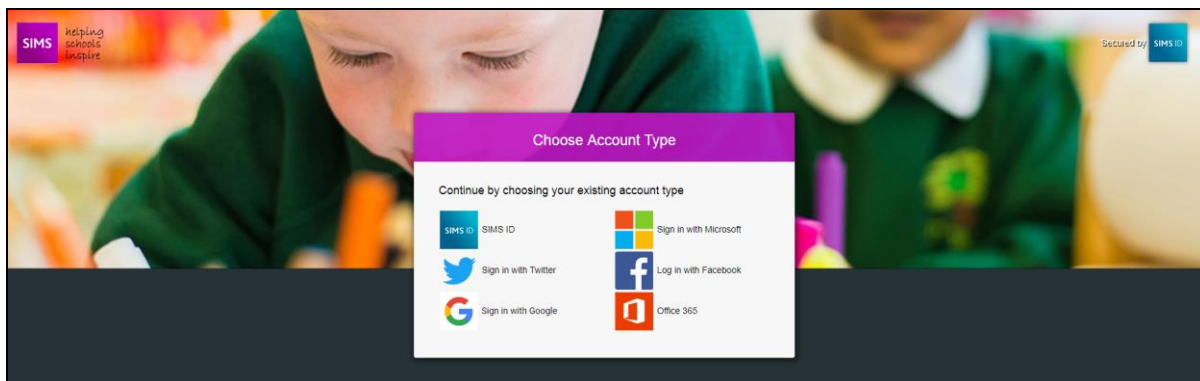
Once you have received an invitation to your email as below, please follow the instructions carefully to register with your Google / Microsoft / Office 365 / Twitter / Facebook account credentials.

Please note that no information, apart from your email address, is shared between the personal accounts and the school app.




The screenshot shows an email invitation from CAPITA SIMS. The header includes the CAPITA logo and the SIMS logo with the tagline "helping schools inspire". The main text reads: "La Retraite RC Girls School is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:" followed by a bulleted list containing "SIMS Parent". Below this, it says "To join, simply [click this link](#). The link is valid for the next 90 days." It then lists account providers: "Microsoft/Office 365", "Twitter", "Facebook", and "Google". Further instructions include: "If you do not have an account with any of the above providers, then you can create a Microsoft account [here](#) or a Google account [here](#) using your existing email address." and "If you select SIMS ID to use SIMS Online Services, existing users can enter their details into the username and password fields that are displayed." A URL is provided: "https://id.sims.co.uk/registration/home/soscode". At the bottom, it says "When prompted, please enter the following invitation code:" followed by a redacted code.

Once you click on the link you will be prompted to choose the account type you wish to use to log in to the Parent App.



It is completely your choice what you use but you will need these account details to log in either with the app or on the <https://www.sims-parent.co.uk> website.

Once the sign-in information is set up, you will then need to use the invitation code you received and confirm information about your child to finalise the registration.




## Registration

You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join. Please enter the code below and tap or click Register.

**Name**  (not you?)

**Signed in with**


**Invitation Code**



## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity. Please answer the following question.

**What is the date of birth of one of your children at the school? (dd/mm/yyyy)**



## Registration - Account Creation

Your account is being set up and configured. You will be automatically redirected when this process is complete...

Elapsed 9 seconds

Once you all the information is verified, the registration should complete and you will be redirected to the <https://www.sims-parent.co.uk> website where you can access your child's information.



If you have any difficulties, please email [parentapp@laretraite.lambeth.sch.uk](mailto:parentapp@laretraite.lambeth.sch.uk) for more information.