



Liverpool College

Dear Parent/ Guardian,

Parent App

Parent App is a personalised and secure method of keeping you up to date with your child's progress through school. The App will allow you to track attendance, sanctions and rewards as they occur and will be method by which we send reports home at the scheduled reporting times throughout the year. Please note however that we will continue to set and monitor homework through the established **Show My Homework** Site.

Instructions for setting up SIMS Parent App

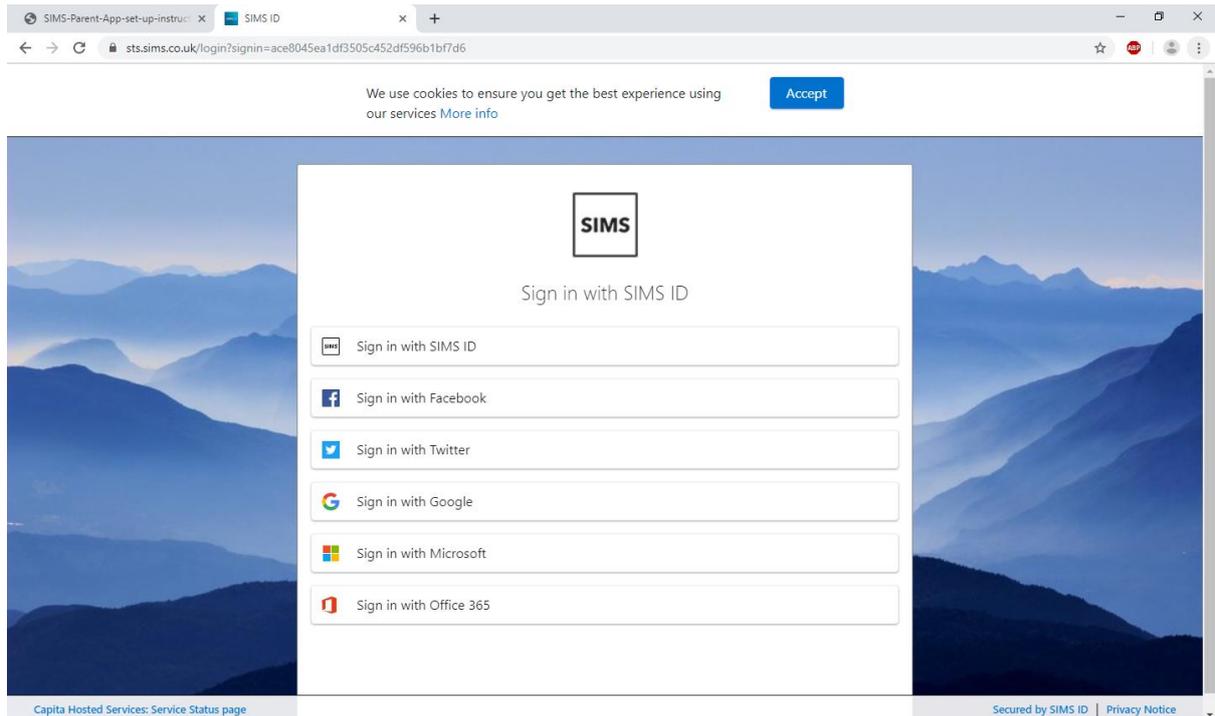
Before you start, some points to note;

- *It's a 2 stage process - you are required to register first and then install the SIMS Parent App on your smartphone, device or PC. If you prefer you may access SIMS Parent App as a website in almost all modern browsers.*

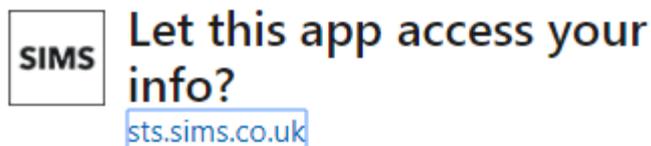
- *If you are using a desktop PC or laptop it is best to close all other windows during the registration process*

- *You access SIMS Parent App by using log-in details for other accounts you may own such as Facebook, Twitter, Google or Microsoft (Either a standard Microsoft Account or 365). If you do not own any such accounts and are not willing to create one, then unfortunately you will not be able to access SIMS Parent App at this time.*

1. You should receive an invitation email sent from the address noreply@sims.co.uk please check your junk mail if this does not arrive by the end of school on Monday the 16th.
2. Click on the "Accept Invitation" button or link within the email to be taken to the registration/ login page for SIMS Parent App. There is also an Activation Code if needed.
3. You will be asked to select the account that you would like to use in order to login in the future.



4. In the example that follows we used a Microsoft account – some details may look different using other account types. Your externally owned account may need to confirm that you give SIMS Parent App limited access to your information.



SIMS ID Live needs your permission to:

 **View your email address**
SIMS ID Live will be able to read your primary email address.

 **View your basic profile**
SIMS ID Live will be able to see your basic profile (name, picture, user name).

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://microsoft.com/consent>. [Show details](#)



5. Once you have selected the account type, check your name and click on the Register button. You may need to type in the registration code in the original email as well. Answer the security question. This will often be the date of birth of one of your

children as recorded on the school's record system and will be recorded in the format dd/mm/yyyy e.g. 14/11/2012

6. After clicking on the Verify button you might see the Registration – Account Verification screen for a few seconds. That is OK please give this a few moments to complete.
7. Once complete you have registered and will be logged in to the web version of Parent App. You may wish to install SIMS Parent App now onto one of the standard platforms. In order to do this, go to the Apple or Google Play Store, search for SIMS Parent App and install on your device in the normal way. Finally open the app and then use the account and credentials you selected during the registration process.
8. The Parent App welcome screen opens. From here you can view reports (when they are uploaded), request updates to contact information and amend details we may have in our records, view timetables, see attendance information and rewards and sanctions.

Please do log in to SIMS parent app. If you are having any difficulties with registration or set up please email lwynne@liverpoolcollege.org.uk who will forward the email to our technical staff. Please note that at this point of the academic year it may not be possible to respond to your queries on an individual basis.

Yours sincerely

Mrs S Lines
Assistant Principal