



WEST LAKES
ACADEMY

SIMS ACTIVITIES

A GUIDE FOR
PARENTS & PUPILS

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WELCOME TO SIMS ACTIVITIES

Sign up to extra-curricular activities quickly and easily with SIMS Activities

- View all available activities in one place
- Instantly sign up to activities or provide consent
- Keep track of what activities you have signed up to
- Be notified instantly of any updates to activities (such as delays, cancellations or any changes to activity details).

ACCESS, DEVICES AND BROWSERS

Access

Which web address should I use?

- Parent users (<https://parent.sims.co.uk>)
- Pupil users (<https://student.sims.co.uk>)

Devices

SIMS Activities is a web-based service and can be accessed from any internet-enabled device, including desktops, smart phones and tablets. The parent and pupil pages are mobile-optimised sites.

Browsers

IMPORTANT NOTE: All internet browser recommendations are correct at time of publishing and are subject to change.

SIMS Activities works across all operating systems and is compatible with the following web browsers:

- Latest version of Google Chrome (currently version 48)
- Latest version of Mozilla Firefox (currently version 44)
- Latest version of Apple Safari
- Latest version of Microsoft Internet Explorer (currently version 11)
- Latest version of Microsoft Edge

WHO DO I CONTACT IF I HAVE A QUESTION OR PROBLEM?

User Documentation

The SIMS Activities **Help Centre** is accessed by clicking the **Help** button on the bottom right-hand side of each screen in SIMS Activities. Over time, additional resources (including video tutorials) will be made available from the SIMS Activities **Help Centre**.

A full online help system is available from the SIMS Activities **Help Centre**.

Other Questions/Problems

If you have a question about SIMS Activities, or if you are experiencing any problems with the software, please refer to the Frequently Asked Questions section later in this handbook.

If the Frequently Asked Questions section does not provide you with the answer to your question, please contact West Lakes Academy directly for assistance.

HOW DO I GET STARTED WITH SIMS ACTIVITIES?

Before beginning the registration processes, you will need the following:

- Your unique registration email. West Lakes Academy will send to you a registration email that contains a registration link and an invitation code. This email will be sent from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, please check your junk mail and ensure it has not been marked as SPAM.
- The date of birth of one of your children who attends West Lakes Academy.
- A Microsoft, Google, Facebook or Twitter account. You can use an existing account (e.g. a Hotmail account) or create a new one online – they are free, easy to set up and you can use any valid email address and password.

You have been invited to join the SIMS Online Services at West Lakes Academy.

To join, [click this link](#) in the next 14 days.

If the link doesn't work then go to this URL:

<https://login.sims.co.uk/Registration/VerifyApplicationUser>

And use the invitation code **3P7H88U2JX**

1. Open the email and click the link or the website URL as instructed. A new internet browser window will open and you will be asked to log in.

Sign In

Choose Account Type

Office 365

Depending on how Office 365 is configured for your school you may require your Office 365 Administrator to grant consent for your Office 365 accounts to be used with SIMS applications. Click the link below to begin this process.

[Configure Office 365](#)

2. Click an option to log in.

IMPORTANT NOTE: You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Activities to use your account.

Registration

In order to begin using the system you will have received an invitation code by email. Please enter it and either:

- If you are a member of **staff** or a **student** then enter your own date of birth.
- If you are a **parent** then enter the date of birth of one of your children at the school.

Invitation code

Date of birth

Register

3. You will now be asked for an **Invitation code**.
 - If you were able to use **click this link** in the email you received, this field will be populated automatically.
 - If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.

4. Enter the **Date of birth**.
 - If you are a parent, enter the date of birth of one your children attending the Academy.
 - If you are a pupil, enter your own date of birth.

This is for security purposes only and this information will not be used in the SIMS Activities system.

5. Click the **Register** button to continue.
 Parents and pupils will be directed to the **Activity** page on the Parent or Pupil site.

SIMS Activities		Sign Out
Jack	Library Club	>
17 February 2016 at 16:00	Accepted	
Jack	Reading Club	>
16 February 2016 at 8:00	Accepted	
Jack	Raspberry-pi Hackathon	>
5 February 2016 at 11:00	Invited	
Jack	Horticultural Society	>
7 January 2016 at 12:30	Invited	

Activities are listed in date order, with the most recent events displayed at the top of the page. The name of the activity, the occurrence date and the status of the invitation are displayed.

6. To view an activity in more detail and to accept or decline an invitation, click its title.

Super Science	
Student	Jack
Occurs At	4 March 2016 at 15:30
Finishes At	4 March 2016 at 16:45
Location	Science lab 1
Role	
Invite Status	Invited
Payment	No payment required
Student Notes	
<input type="button" value="Accept"/>	
<input type="button" value="Can't Attend"/>	
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7. Click the **Accept** button or, to decline an invitation, click the **Can't Attend** button. Your response will be sent back to West Lakes Academy.

TIP: For the most up-to-date information on an activity, you are strongly advised to check its details regularly.

HOW DO I SIGN BACK IN TO SIMS ACTIVITIES AFTER REGISTRATION?

You must use the following web pages to sign back in to SIMS Activities after the successful completion of the registration process. Once open, you are strongly advised to add the required site as a Favourite in your Web browser for future reference.

- Parent users (<https://parent.sims.co.uk>)
- Pupil users (<https://student.sims.co.uk>)

IMPORTANT NOTE: When signing back into SIMS Activities after registration, please use these URLs. Do not use the registration link in the email you received to sign in after you have completed the registration process.

SOFTWARE UPDATES

Capita SIMS will release updates to SIMS Activities, which will include a range of new features, enhancements and bug fixes.

FREQUENTLY ASKED QUESTIONS

Why are there no activities displayed on my home page?

The Academy has not yet made any activities available to you. Once activities have been made available, they will be displayed on your home page.

Why can I not access the SIMS Activities site or why does the page not load correctly?

Ensure your internet browsers are up-to-date. Information on internet browser recommendations can be found earlier in this handbook.

If your internet browser is up-to-date and you are still experiencing problems, please contact West Lakes Academy directly for assistance.

I cannot remember my password. What should I do?

Visit the website of your account provider (i.e. Microsoft, Google, Facebook or Twitter) and follow their instructions for resetting your password.

I have signed in to SIMS Activities before but I cannot sign in now. What should I do?

Ensure you are logged in with the correct account (i.e. the account you used during the SIMS Activities registration process).

To sign out of an incorrect account, visit the account provider's website (e.g. Google, Facebook, etc.) and sign out. Close the browser completely. Open a new browser window and log in to SIMS Activities, using the account details you used during the registration process.

Alternatively, try accessing SIMS Activities through a private browser window; this will ignore any other logged in accounts. This can be achieved using various browsers:

- In Internet Explorer, hold down **Ctrl + Shift** on the keyboard and press **P**.
- In Google Chrome, hold down **Ctrl + Shift** on the keyboard and press **N**.
- In Firefox, hold down **Ctrl + Shift** on the keyboard and press **P**.
- In Safari, select **Safari > Private Browsing**.

If you still cannot sign in to SIMS Activities having followed the advice in this section, please contact West Lakes Academy directly for assistance.

I cannot find my account registration email. What should I do?

This email will be sent from Capita SIMS (noreply@sims.co.uk). If you cannot find this email, please check your junk mail and ensure it has not been marked as SPAM.

If you still have not received your account registration email, please contact West Lakes Academy directly to check whether they have sent the email to the correct email address.

Do I need to register separately for each child in the Academy?

No. When you sign in to SIMS Activities, activities for all of your children will be displayed in one place.