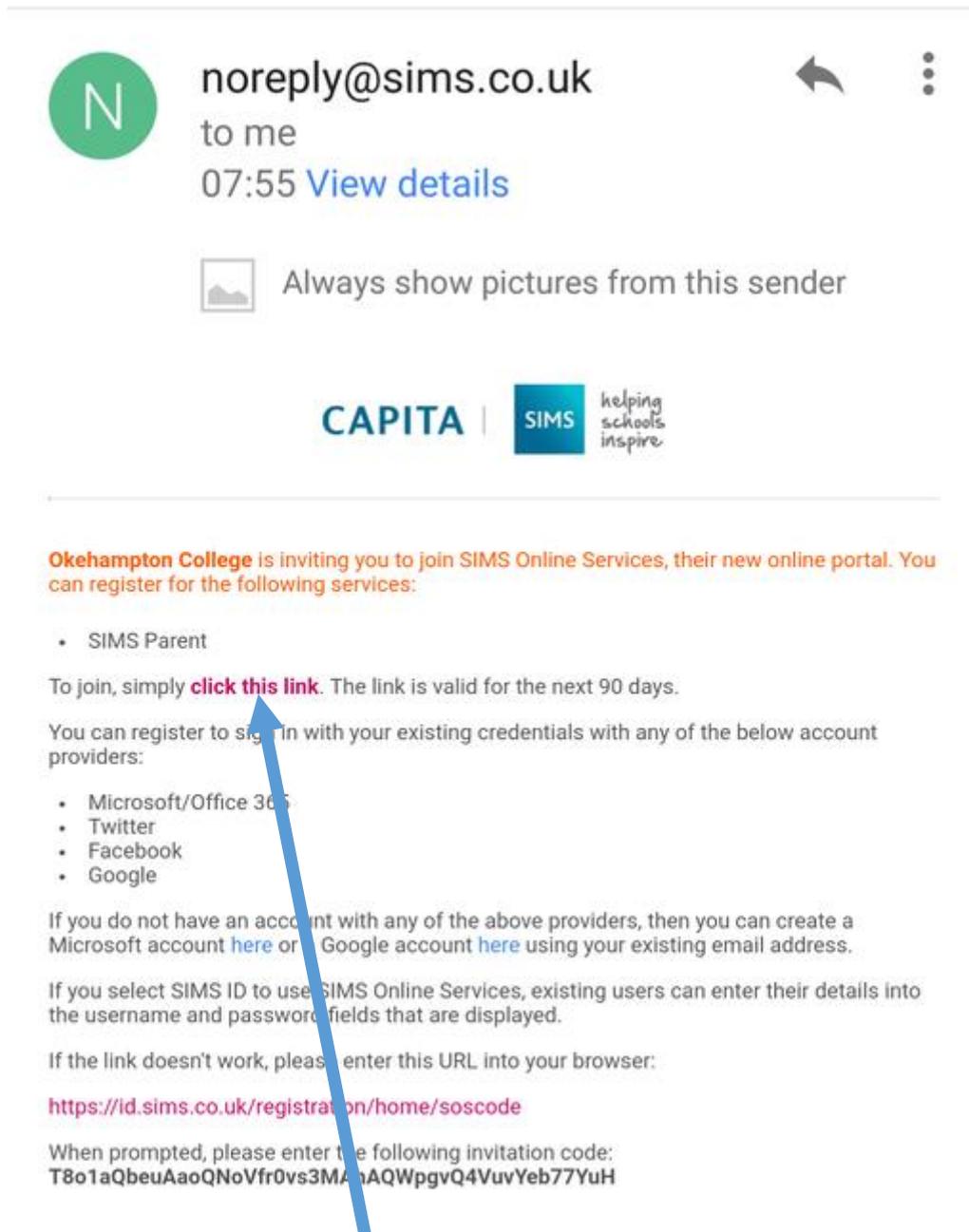


To make it easier for parents/guardians to check and update the information that we hold on students we are inviting all parents to use an online portal to that will allow you to do this quickly and easily.

You will receive an email from noreply@sims.co.uk which will look something like this...



...to activate your account follow this link. You will then have the option of which of your existing email/online accounts you would like to use to log-in...

Choose Account Type

Continue by choosing your existing account type



Sign in with SIMS ID



Sign in with Microsoft



Sign in with Twitter



Sign in with Facebook



Sign in with Google



Sign in with Microsoft

...in this example I chose to sign in using a Microsoft account...



Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.

Please enter the code below and tap or click Register.

Name

[\(not you?\)](#)

Signed in with

Invitation Code

...once you have added this information you can click 'Register'...



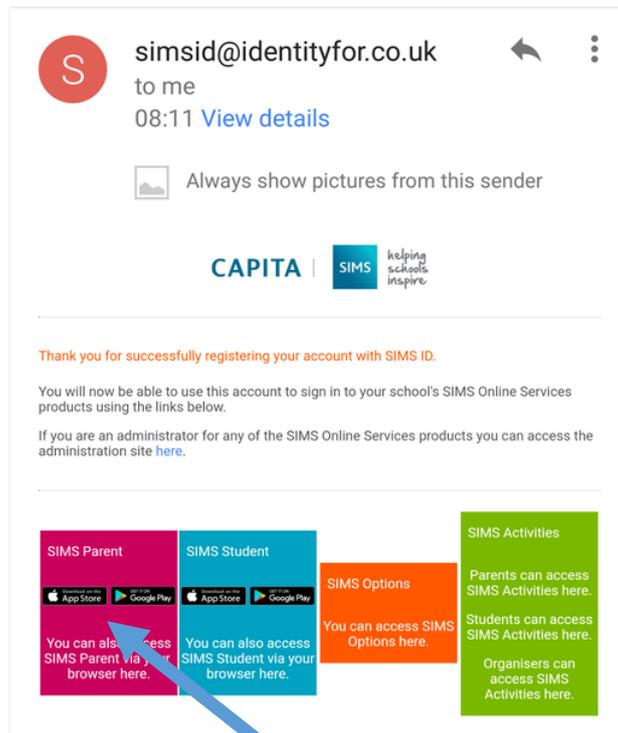
Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

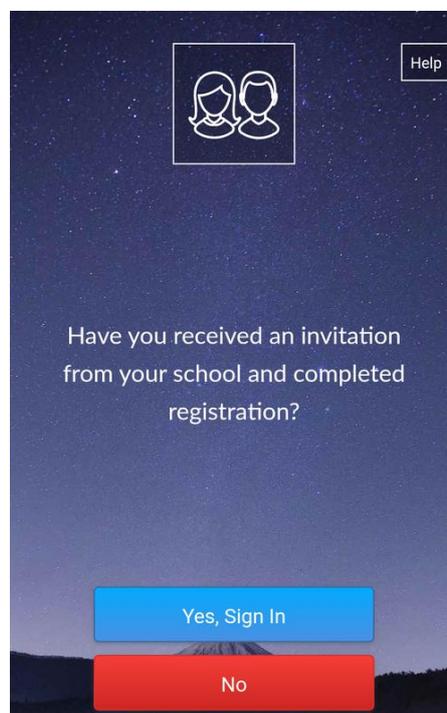
What is the date of birth of one of your children at the school? (dd/mm/yyyy)

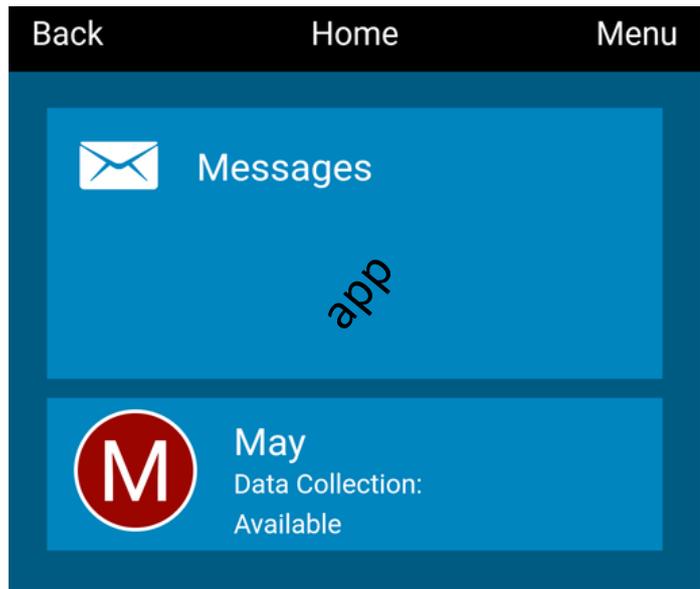
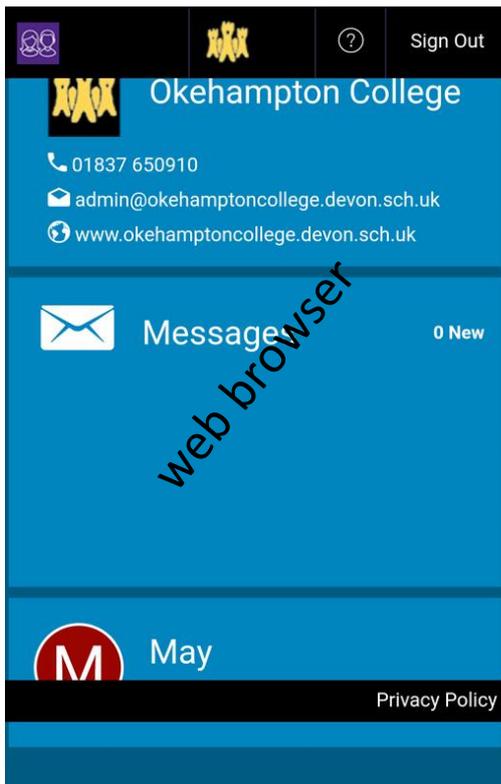
Verify

...you will be asked to answer a security question and once you have answered you will have access to your child's information. If you prefer to use an app than a web browser you can download the SIMS Parent app...

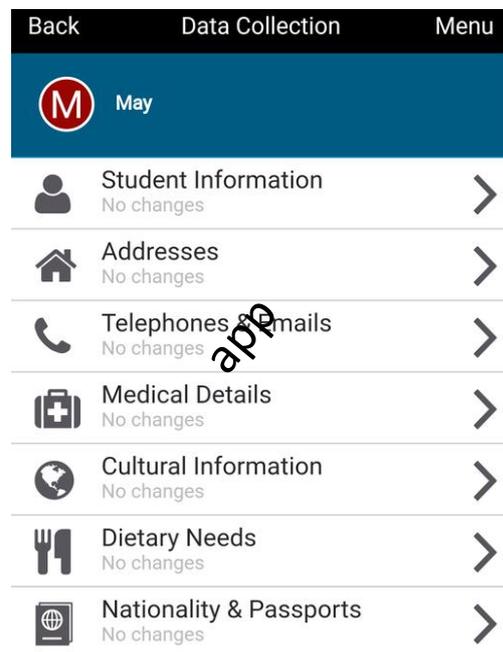
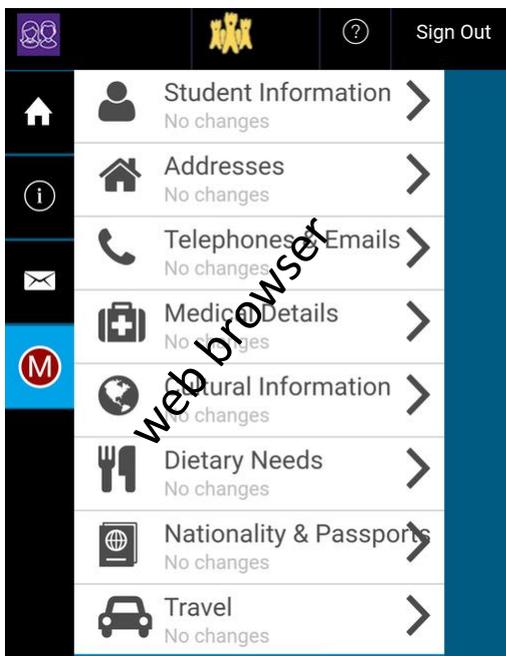


...there are links to the app in the email that confirms you have registered your account; it is important that if you choose to install the app that you have already registered your account. You will be prompted (see below) when you install the app...

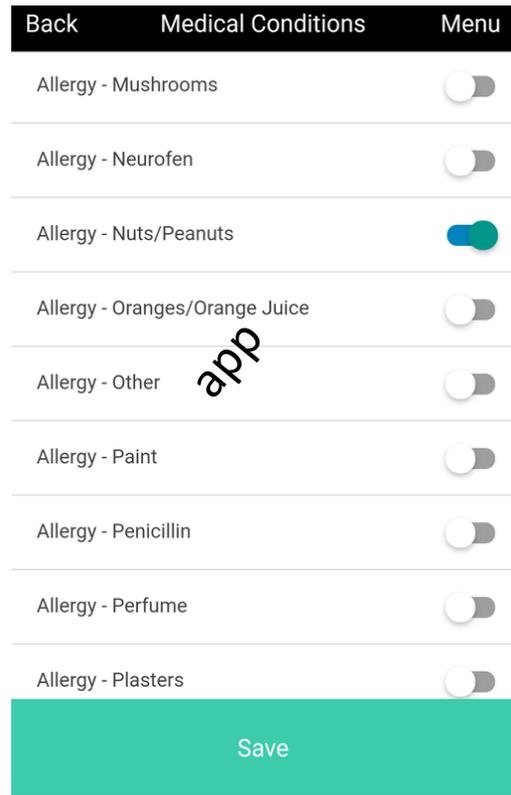
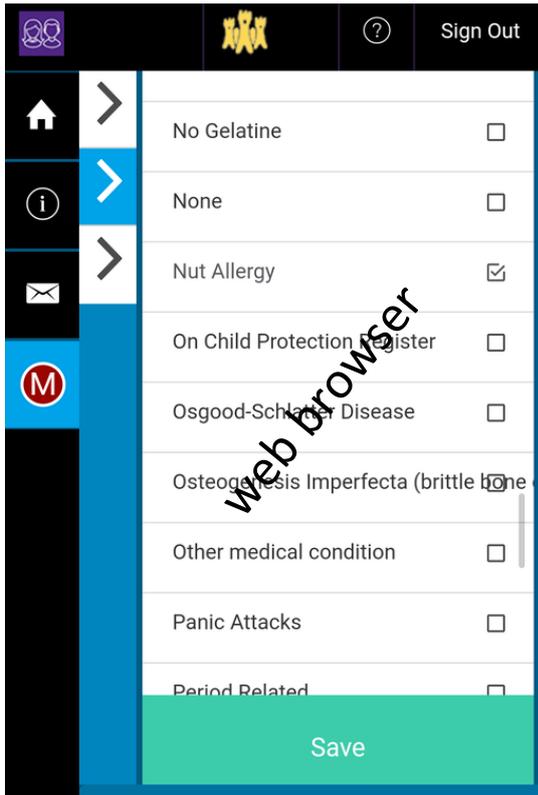




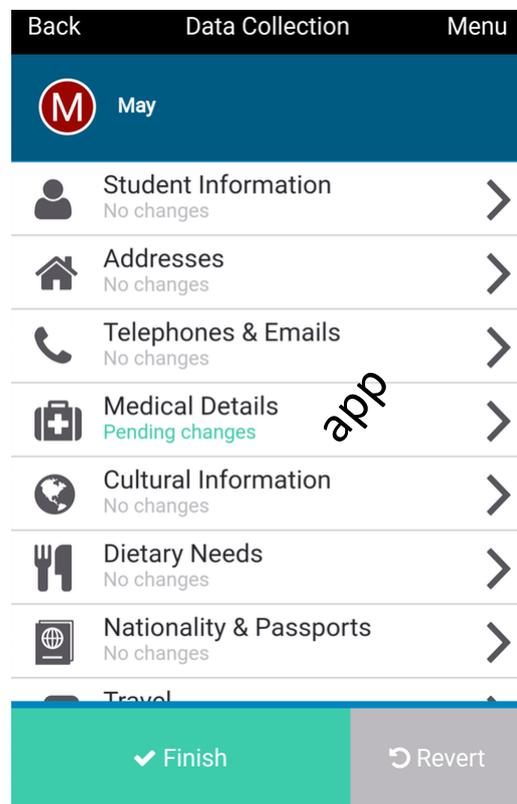
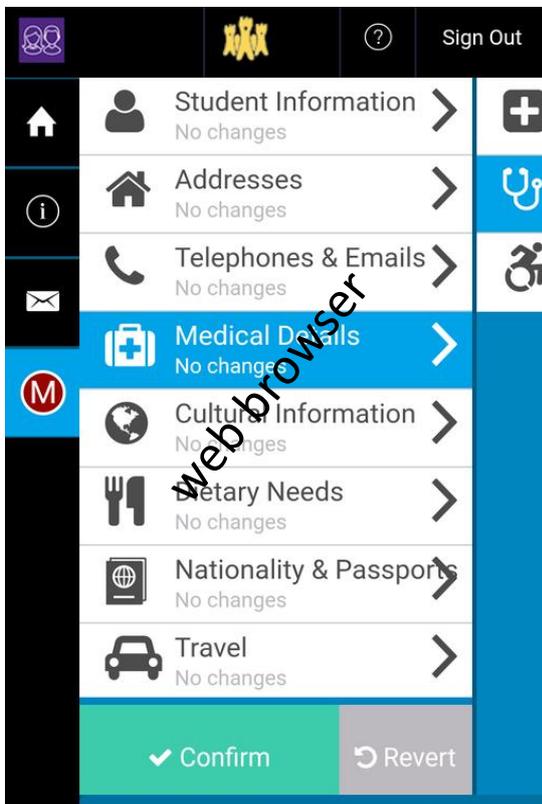
...in this example the child's name is May, if you have more than one child at the college you will see more than one option, and you simply click on the student to check their information...



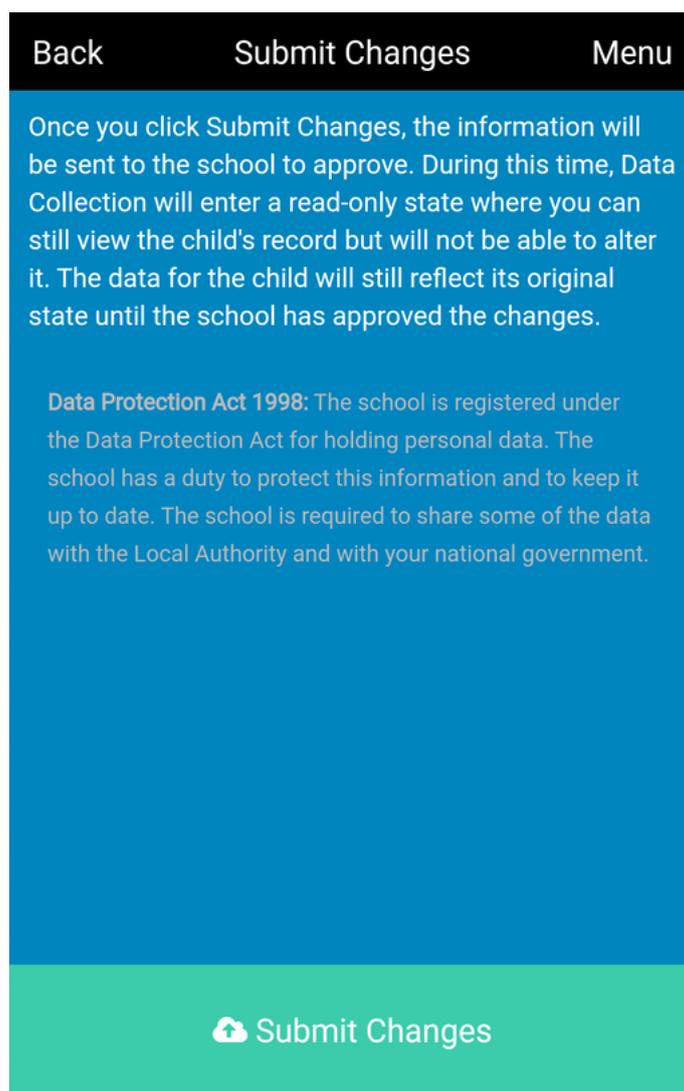
...if you want to update any information you simply select that information and make the changes as necessary...



...in this example I am adding information about an allergy, once I have added the information I simply click 'Save'. After you have checked/updated all of the information you go to the main student information screen and click 'Confirm' if there are no changes or 'Finish' if you are submitting changes...



...if you submit changes then you will see the following message and the college will be notified...



...if you have any problems using the portal then please contact us using the email address datacheck@okehamptoncollege.devon.sch.uk and we will respond at the earliest opportunity.

It is vital that we have the most up to date information about students and contacts and so we will be asking at least one parent of every student to check and confirm all of the data we hold in our student database at least once an academic year. Some changes (for instance, the removal of a contact) will not be processed until we have been in contact with holders of parental responsibility to check the new information is correct.

This portal will allow parents to inform us of any changes (moving house, new email addresses, new telephone numbers) without having to contact the school directly.