SIMS Parent App Lite may be used by parents to inform schools of important information relating to pupils (e.g. changes in name, address, telephone number, important contacts, etc). Once enabled by the school, parents may update this information using either a mobile app or an internet browser on a computer.

Instructions for using the mobile app are shown below. Instructions for using the browser version are shown on **pages 6 to 9.**
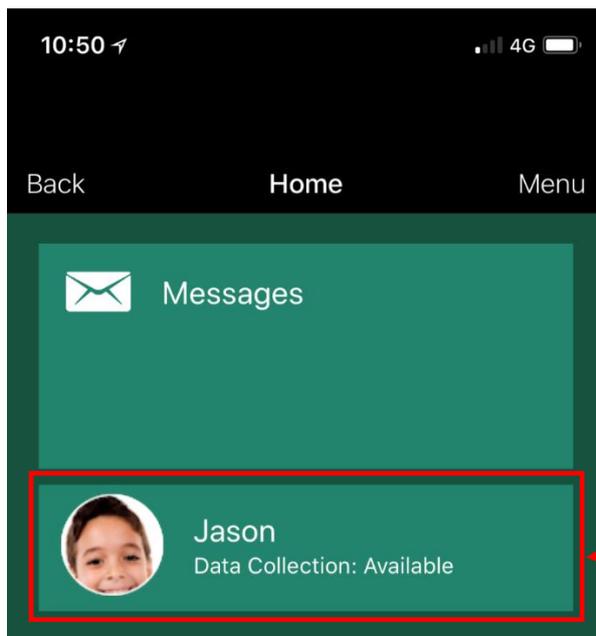
Using the Parent App Lite – Mobile Version

Your school will firstly need to invite to use Parent App Lite. This is done by e-mail. Once you have received this e-mail and followed the initial registration process, you may install the mobile app which looks like this.
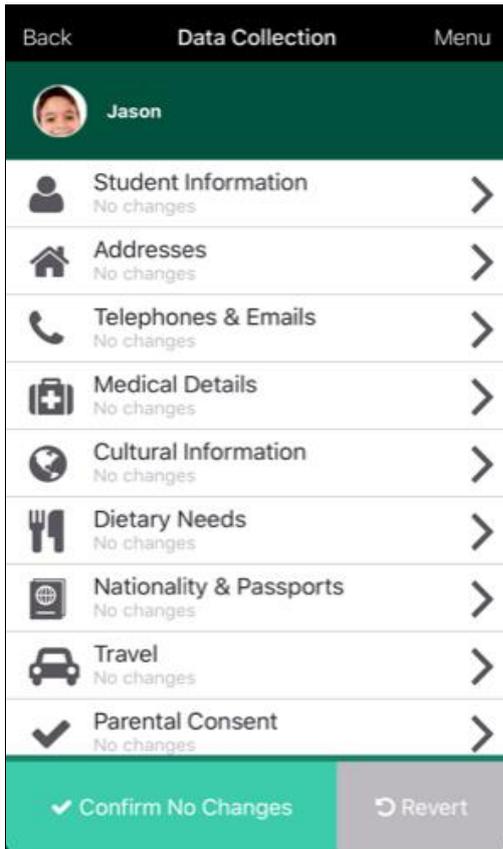
The app can be downloaded free-of -charge from the iOS App and Google Play stores.

Touch to open the app.

Once the app is opened, one or more pupils will be viewable here. Touch to open the **Data Collection** area.
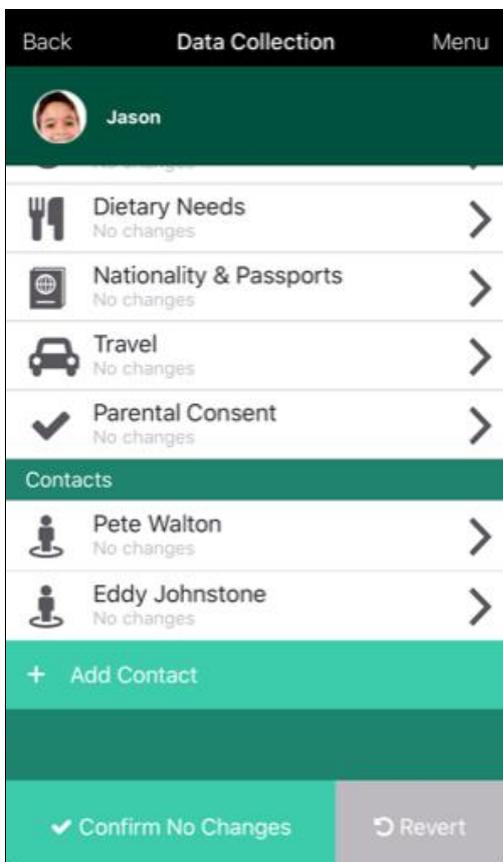
Each area of the pupil record may be opened/amended here. The detail available here may vary from school to school

If the whole of the record is OK the **Confirm No Changes** button may be touched.

The **Revert** button will remove any changes that you have made.

Scrolling down will reveal the contacts for the child.

Your school may just ask you to review/edit your own details. Alternatively, you may be asked to review/edit all contacts and add new ones, where appropriate.

Touching an area of the pupil record (**student information** in this example) will open a new page where edits may be carried out.

Clicking a drop down menu will reveal a list of alternatives at the bottom of the screen.

IMPORTANT: Having selected the appropriate alternative, touch one of the **white** areas of the screen to apply your selection and close the list.
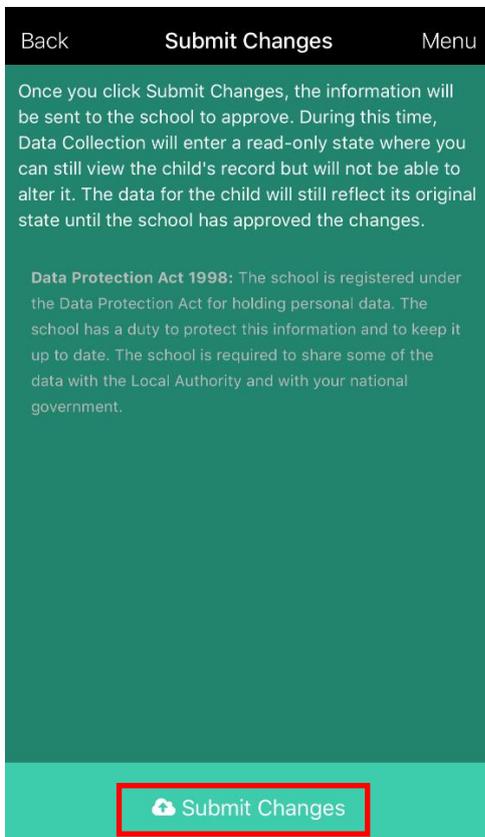
Having made the appropriate changes, touch **Save** – your changes will be retained and you will be returned to the main **Data Collection** page.
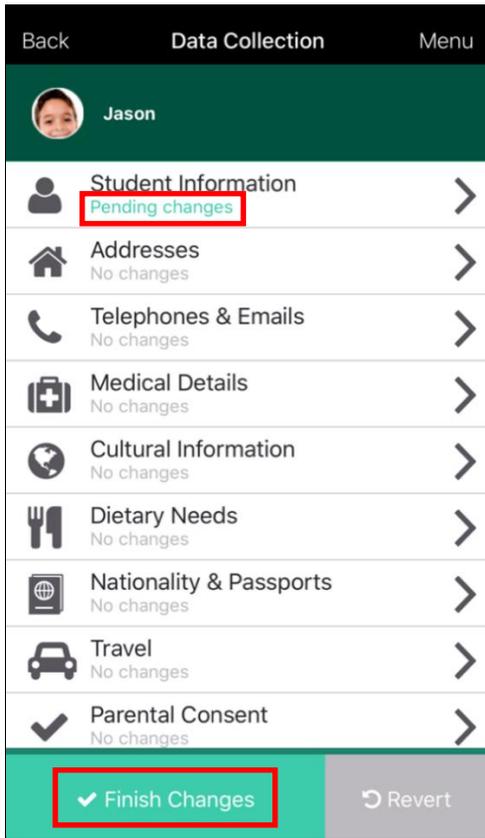
Any areas of the pupil record that have been edited will display the message **Pending changes.**

Touch the **Finish Changes** button at the bottom once you are happy that everything is OK.

When you touch the **Finish Changes** button (from previous page) this screen will be displayed.

Touch the **Submit Changes** to send these edits to the school – you will be returned to the **Home** screen shown below.

Note the **Review Pending** message. This will be displayed until the changes have been approved by the school.
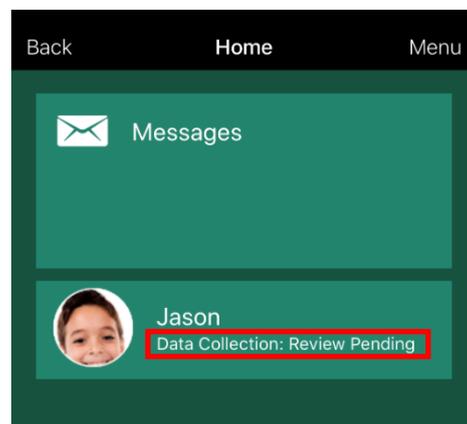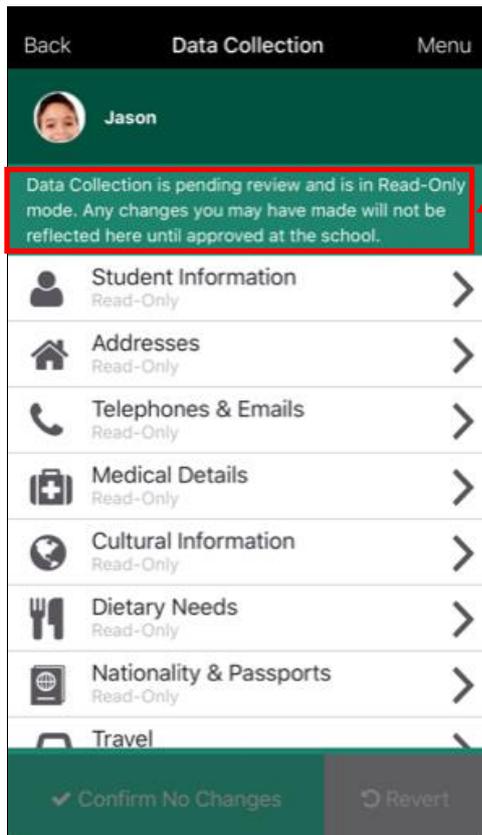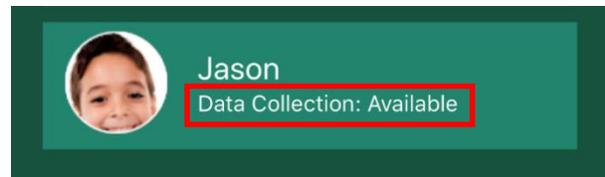
Whilst the record is in **Review Pending** mode no further amendments may be made.

The record may be viewed but the app will not allow data to be edited.

Once the school has actioned the changes the status of the data collection record will change to **Available** (see below) and further changes may be made to the pupil record, if necessary.
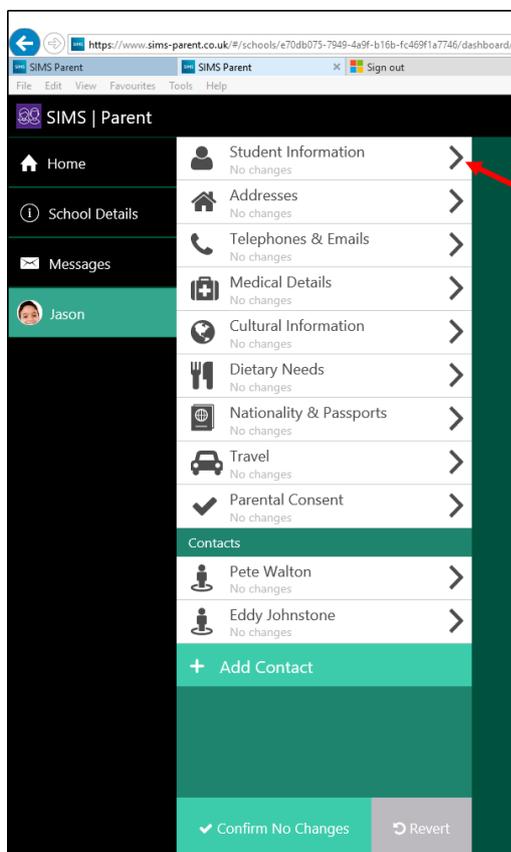
Using the Parent App Lite – Internet Browser Version

On your computer, open a web browser and navigate to https://www.sims-parent.co.uk then login using the appropriate credentials.

The screen below will be displayed once you have logged in.
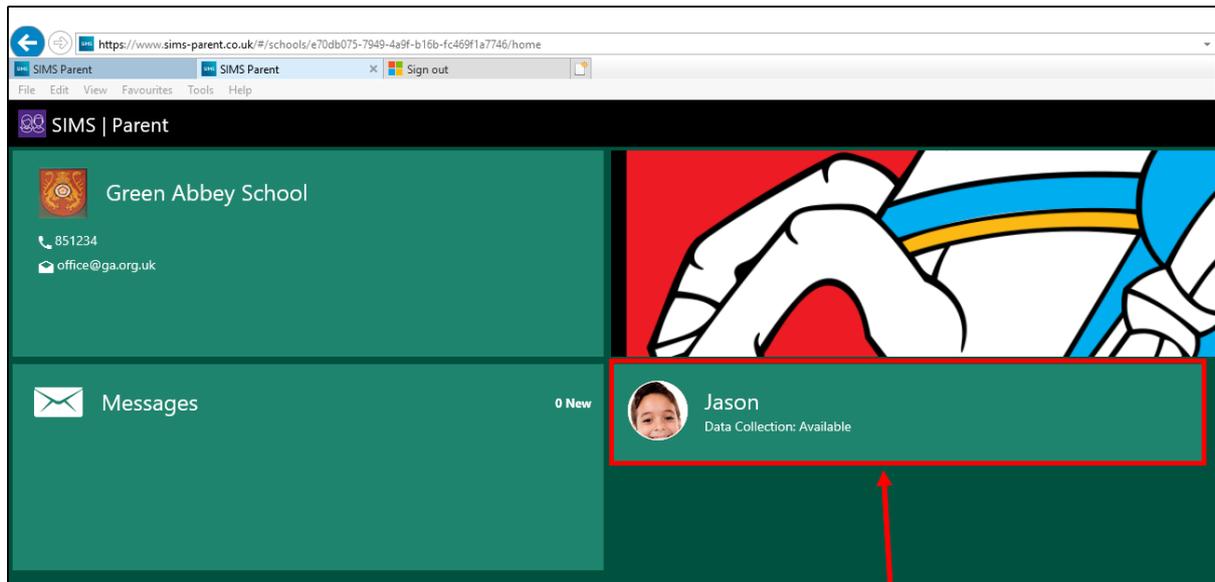
Once the app is opened, one or more pupils will be viewable here. Click here to open the **Data Collection** area.

Like the mobile app, each area of the pupil record may be opened/amended here. The detail available here may vary from school to school

If the whole of the record is OK the **Confirm No Changes** button may be clicked.

The **Revert** button will remove any changes that you have made.
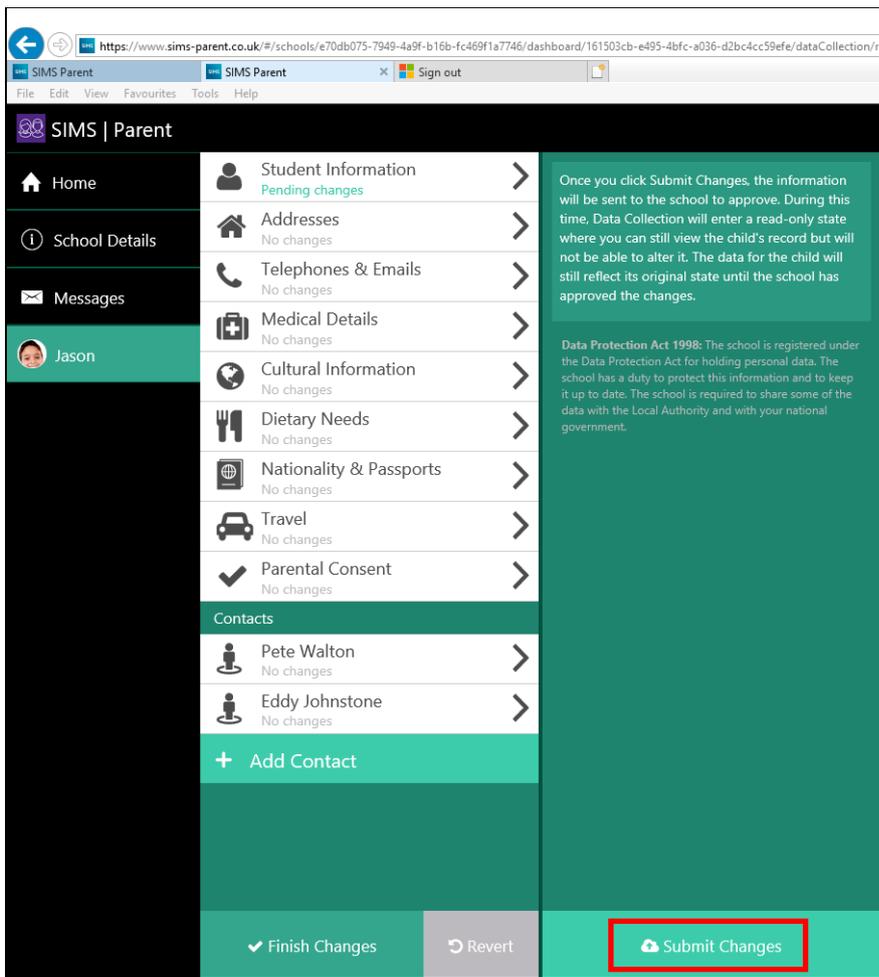
Having made the appropriate changes, click **Save** – your changes will be retained and the right hand panel will close.
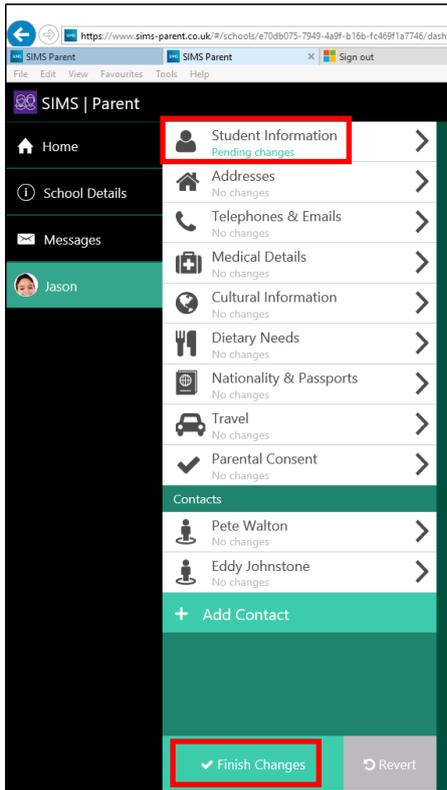
Any areas of the pupil record that have been edited will display the message **Pending changes.**
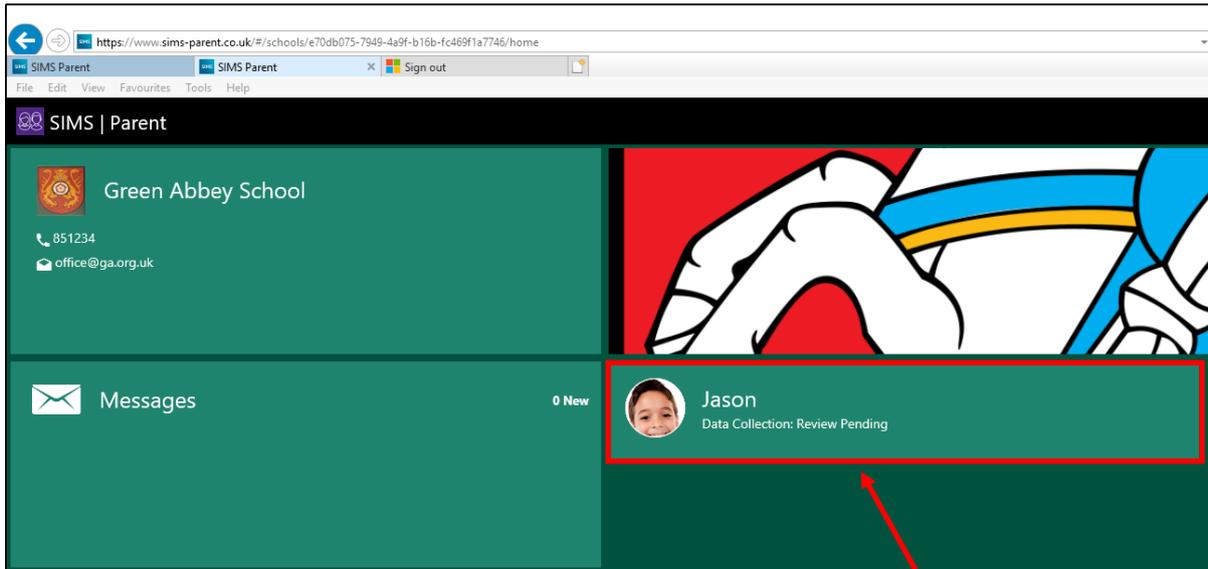
Click the **Finish Changes** button once you are happy that everything is OK.

When you click the **Finish Changes** button (see above) this screen will be displayed.

Click the **Submit Changes** to send these edits to the school – you will be returned to the **Home** screen shown below (see overleaf).

Once the **Submit Changes** button has been clicked you will be returned to the **Home** screen above.

Note the **Review Pending** message. This will be displayed until the changes have been actioned by the school.
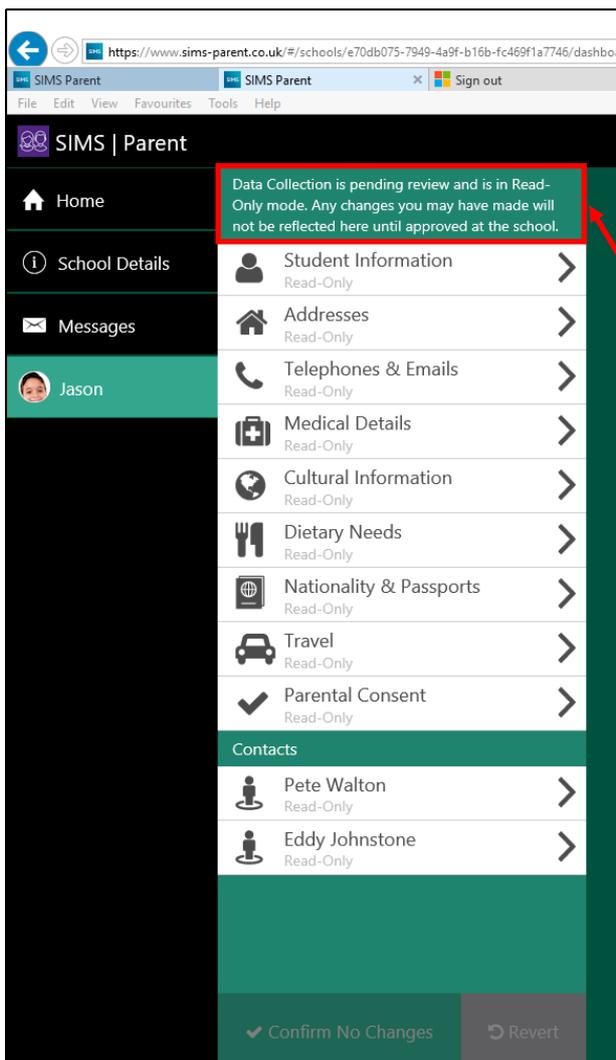
Whilst the record is in **Review Pending** mode no further amendments may be made.

The record may be viewed but the app will not allow data to be edited.

Once the school has actioned any changes, the status of the data collection record will change to **Available** (see below) and further changes may be made, if necessary.