

## Logging in to SIMS Primary for the First Time

Once your SIMS 7 data has been migrated to SIMS Primary, a member of your Support Team will log in to SIMS Primary to check that the required data has been migrated successfully.

Once the data has been checked and verified, the Support Team user can proceed to send email invitations to the SIMS Administrator and other key members of staff at your school.

### Welcome

A SIMS Primary account for **River Meadows Primary School Demo** has been created for you.

To use SIMS Primary, click the button below to set up your SIMS ID.

[Set up SIMS ID and sign in to SIMS Primary](#)  
[Already have a SIMS ID? Sign in to SIMS Primary.](#)

### Need Some Help?

If you have any questions about accessing SIMS Primary, please contact your School Administrator or SIMS Support Manager or [click here to learn more about SIMS Primary.](#)

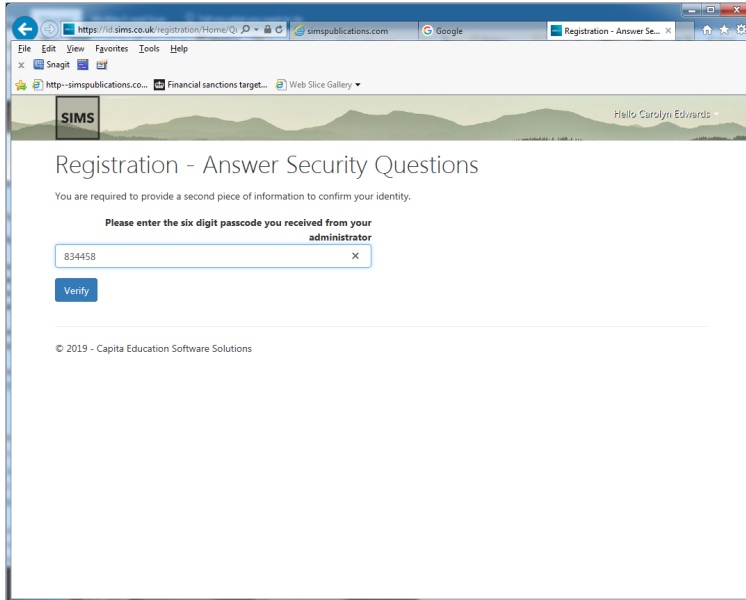
## Logging in to SIMS Primary using an Existing SIMS ID Account

1. If you have previously accessed other SIMS software using SIMS ID, click the **Already have a SIMS ID? Sign in to SIMS Primary** link in the invitation email. Alternatively, refer to *Logging in to SIMS Primary using a New SIMS ID Account* on page 4.

The screenshot shows a web browser window with the URL <https://id.sims.co.uk/registration/Home/ccc>. The page has a header with the SIMS logo and a greeting "Hello Carolyn Edwards". The main content area is titled "Registration" and contains the following text: "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." Below this text is a form with three input fields: "Name" (pre-filled with "Carol Edwards" and a "(not you?)" link), "Signed in with" (pre-filled with "SIMS ID"), and "Invitation Code" (pre-filled with "BFHMBMXXB2DGRK6HCD8RMWY3B938QTQVRDFJT8MQIC8"). A blue "Register" button is positioned below the "Invitation Code" field. At the bottom of the page, the copyright notice "© 2019 - Capita Education Software Solutions" is visible.

The **Name**, **Signed in with** and **Invitation Code** are populated with the individual's details from their email invitation.

2. Click **Register**.



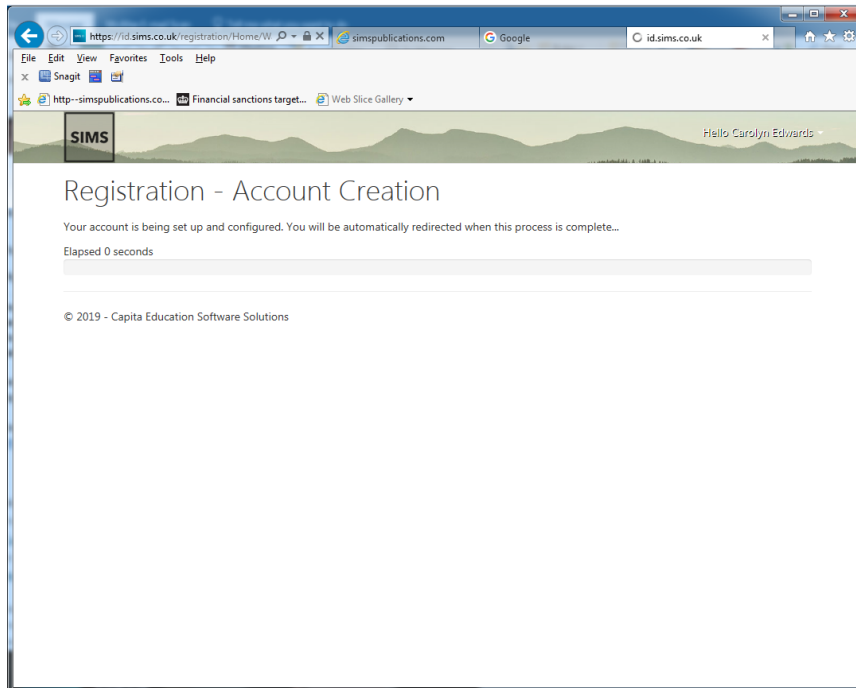
The screenshot shows a web browser window with the URL <https://id.sims.co.uk/registration/Home/Questions>. The page title is "Registration - Answer Security Questions". The user is logged in as "Carlynn Edwards". The page instructs the user to "Please enter the six digit passcode you received from your administrator". A text input field contains the number "834458". Below the input field is a blue "Verify" button. The footer of the page reads "© 2019 - Capita Education Software Solutions".

3. Enter the verification information requested.

- For existing staff members, the initial data required for verification is your **National Insurance** number (enter in upper case with no spaces).
- If this information is not recorded in SIMS Primary, the **Main Postcode** is requested. Enter the postcode for your current address in upper case with no spaces.
- If this information is not recorded in SIMS Primary, the **Main Telephone Number** is requested (usually your mobile number).
- If this information is not recorded in SIMS Primary, your SIMS Administrator will provide you with a six-digit passcode. Enter this when requested before clicking **Verify**.



## Logging in to SIMS Primary

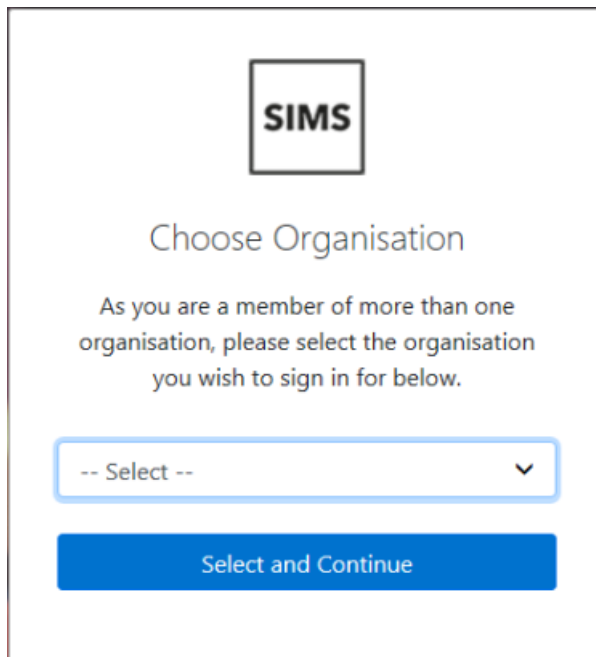


4. When your account has been created, enter the **Password** you wish to use.

*NOTE: When entering your password, the strength and validity of your password (against the password policy) are displayed.*

Registration is now complete and you are directed to the **Sign in to SIMS Primary** page.

5. Enter your **Username** and **Password**, then click **Sign in**.



The screenshot shows a web page with the SIMS logo at the top. Below the logo, the text reads 'Choose Organisation'. Underneath, it says 'As you are a member of more than one organisation, please select the organisation you wish to sign in for below.' There is a drop-down menu with the text '-- Select --' and a small downward arrow. Below the menu is a blue button with the text 'Select and Continue'.

6. Select the required school or organisation from the drop-down list.
7. Click **Select and Continue**.

You will receive an email confirming that your account has been created successfully.

## Logging in to SIMS Primary using a New SIMS ID Account

When you receive the invitation email from your SIMS Administrator, click the **Set up SIMS ID and sign in to SIMS Primary** link to register a new SIMS ID account.

- If your details are already recorded in SIMS Primary, enter either your National Insurance number (enter in upper case with no spaces), **Main** postcode (enter your postcode for your current address in upper case with no spaces) or **Main** telephone number (preferably your mobile number).
- If your details are not recorded in SIMS Primary, your SIMS Administrator will provide you with a six-digit passcode. Enter this when requested.

1. Click **Verify** to display the **Registration - Password Creation** page.
2. Enter a memorable **Password** and repeat it in the **Confirm** field.

*NOTE: When entering your password, the strength and validity of your password (against the password policy) are displayed.*

3. Click **Next** to display the **Registration - Password Recovery** page.
4. On each line, select a question from the **Select Security Question** drop-down list, then enter your answer in the adjacent field. Complete this process for all three questions. This information will be needed should you forget your password.
5. Enter your password in the **Confirm Your Password** field, then click **Finish**.

Registration is now complete and you are directed to the **Sign in to SIMS Primary** page.