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SIMS Learning Gateway User Guide

St Pauls Catholic School is implementing their SIMS Learning Gateway – a web based system of access to data held by school about students, parents and teachers. SIMS stands for **S**chool **I**nformation **M**anagement **S**ystem and is the database of information about everyone attending, working in or associated with the school.

This booklet gives you a brief introduction to the SIMS Learning Gateway (SLG) system.

Getting to the school's web pages

To access the Learning Gateway please go to www.st-pauls.org.uk



Please click on the Learning Gateway Link to access the login screen.

School will issue separately the ID and password you will need for access. If your school has created an **Anonymous Access Home Page**, anyone can reach it – but to **Sign In** and go further you will be challenged for ID and password information.

Learning Gateway Login Screen

Use Windows Internet Explorer web browser to avoid issues accessing the site.

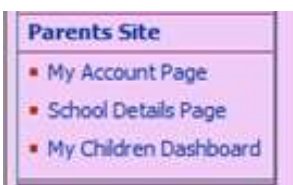
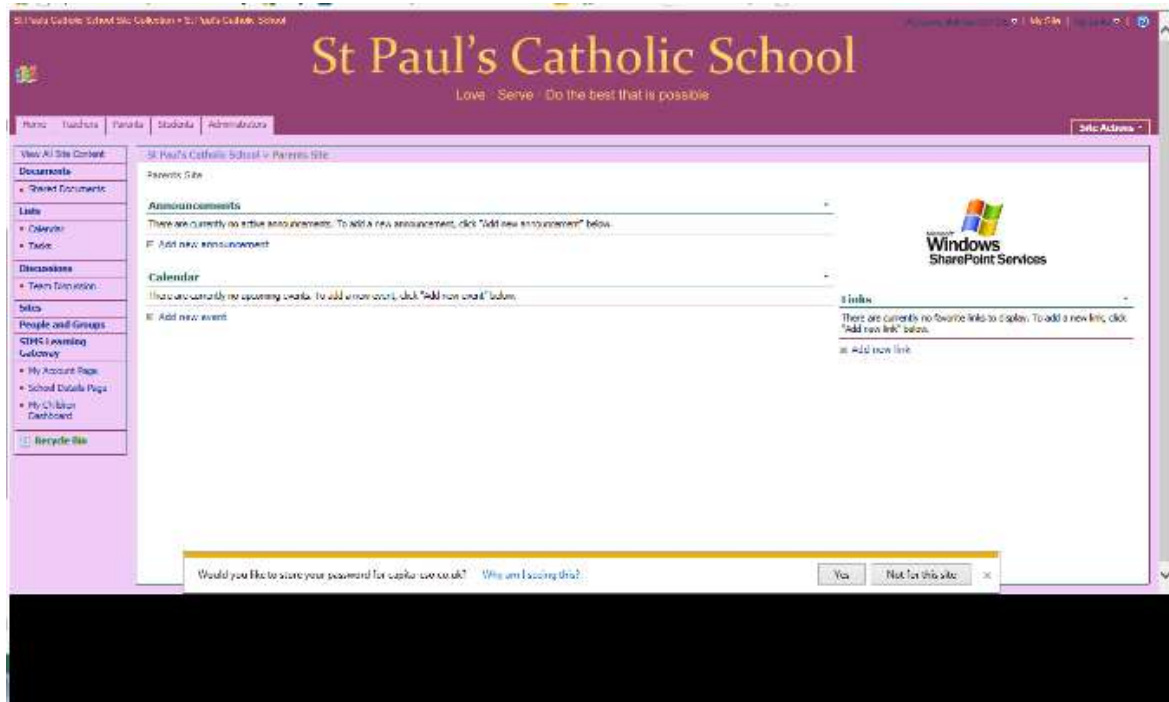
A login screen is displayed. Enter the login details that were provided to you by the school.



The screenshot shows the login interface for CAPITA Children's Services. At the top, the logo "CAPITA CHILDREN'S SERVICES" is displayed in blue. Below the logo, there is a "Security" section with a link to "click explanation". Two radio buttons are present: "This is a public or shared computer" (which is selected) and "This is a private computer". Below this, there is a checkbox labeled "I want to change my password after logging on". Underneath are two yellow input fields for "Username:" and "Password:". A "Log On" button is located to the right of the password field. At the bottom, there is a small copyright notice: "© 2009 Capita Children's Services DSAS. [Click Here](#) if you have forgotten your password. [Click Here](#) for the Service Status Blog. Capita reserves the right to monitor and / or record the use by any person of Capita networks and / or systems and to take action as appropriate to ensure such use complies with the conditions of use."

IMPORTANT NOTE: Do not select the Remember my password check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.

After successful log-in the page might change to look something like this:

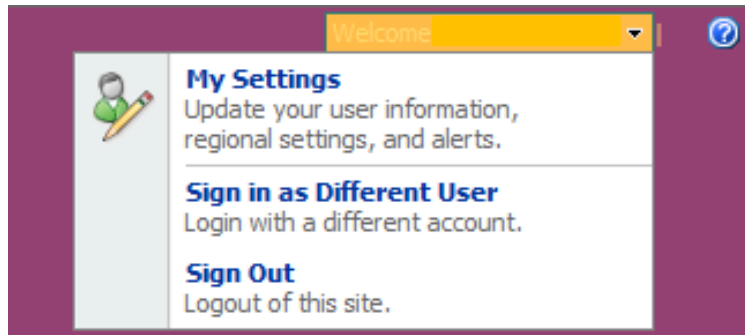


When you are logged into the SLG parent Site, the Parent Site menu in the left-hand navigation bar displays parent-specific links as shown in the image.

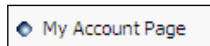
Logging out of the SLG Parent Site

Click on the User menu (at the top of the page where it says Welcome <your Name>).

Click Sign Out.



The **My Account Page** stores information which the user can alter.



My Account Page button

Change My User Account Password	⊞
View My User Account - Francis Abbot	⊞
Change Security Question and Answer	⊞
Consolidate My User Accounts	⊞

Each section can be expanded using the cross to show more detail:



Cross (to expand)

View My Account

This panel shows basic information about you as held by the school. If anything looks wrong, please contact school about it.

Change My Password

You cannot change the user-name ID which school gives you, but you can change your password:



Change My User Account Password

Your new password must comply with this site's Password Policy

Old Password

New Password

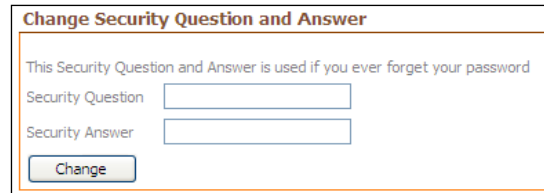
Confirm New Password

When you change your password you need to conform to the school's password policy. Your password must:

- be at least 7 characters long
- have at least one CAPITAL LETTER
- have at least one lower case letter
- have at least one number.

An example of an acceptable password would be Password6 – but you should always devise a password which is hard to guess.

Change My Security Question and Answer



Change Security Question and Answer

This Security Question and Answer is used if you ever forget your password

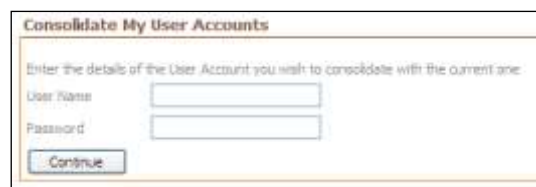
Security Question

Security Answer

If you forget your password you can have it emailed to you if:

- School knows your email address
- You know your own ID
- You know the answer to the security question you devise and save here.

Consolidate Accounts



Consolidate My User Accounts

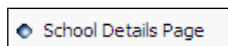
Enter the details of the User Account you wish to consolidate with the current one:

User Name

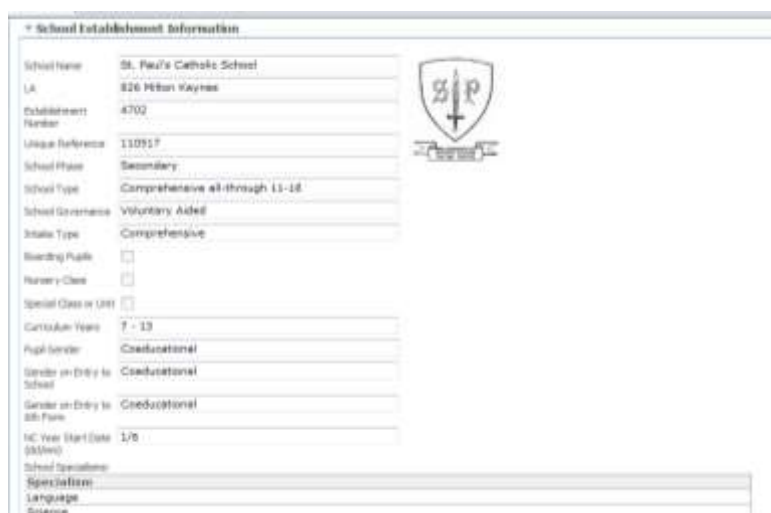
Password

If your school is taking part in a scheme across the Local Authority then most schools will be participating. If you have children at different schools, you will initially get a separate ID and password from each one. You can choose one (or more) to discard by consolidating it with the ID you want to keep using. You enter any school site **using the ID you want to lose**, and on this panel **you enter the ID you want to keep**. After clicking Continue (to save your choice) you will be able to use the single ID to see links to all your children from a single page and enter each school site (for their Notices etc), as long as you know their web address.

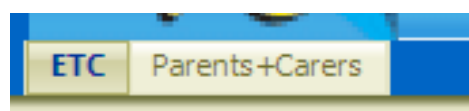
The **School Details Page** button shows basic information about the school, as held in SIMS .net.



School Details Page button

A screenshot of a web form titled "School Establishment Information". The form contains the following fields: School Name: St. Paul's Catholic School; LA: 826 Milton Keynes; Establishment Number: 4702; Unique Reference: 110517; School Phase: Secondary; School Type: Comprehensive all-through 11-18; School Governance: Voluntary Aided; Status Type: Comprehensive; Boarding Public: ; Nursery Class: ; Special Class or Unit: ; Curriculum Years: 7 - 13; Pupil Gender: Coeducational; Gender on Entry to School: Coeducational; Gender on Entry to School: Coeducational; GC Year Start Date (S/N/A): 1/8; School Specialisms: Specialism: Language, Science. To the right of the form is a shield-shaped logo with the letters "S P" and a cross.

Parents see special navigation tabs near the top of the screen:



They also see a special navigation menu in the QLA at the left side of the screen (you might have to click on the Parents tab before you see this):



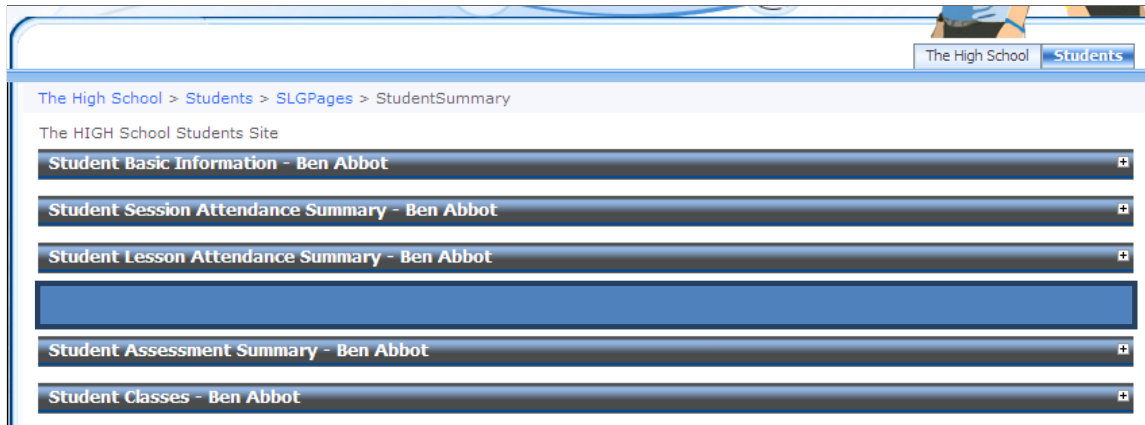
The link labelled [My Children Page](#) takes you to a screen showing this panel for each of your children:

A screenshot of a web form titled "The HIGH School Parents Site" and "My Children Browse". The form contains several input fields, each with a label on the left and a text box on the right. The fields are: "Show Photos" with a checkbox, "Legal Name" with "Ben Abbot", "School Name" with "Green Abbey School", "Year Group" with "10", "Reg Group" with "10A", "House" with "Hooke", "Gender" with "Male", and "Admission Number" with "002912". At the bottom of the form is a "More..." link. The entire form area is enclosed in an orange border.

Please contact school if:

- you see the name of a child who is not yours
- some of your children are missing

Click More . . to see greater detail of each child:



Each of the panels here can be expanded (click the + sign at the right hand end of each bar) to show greater detail.