Glenlola Collegiate School
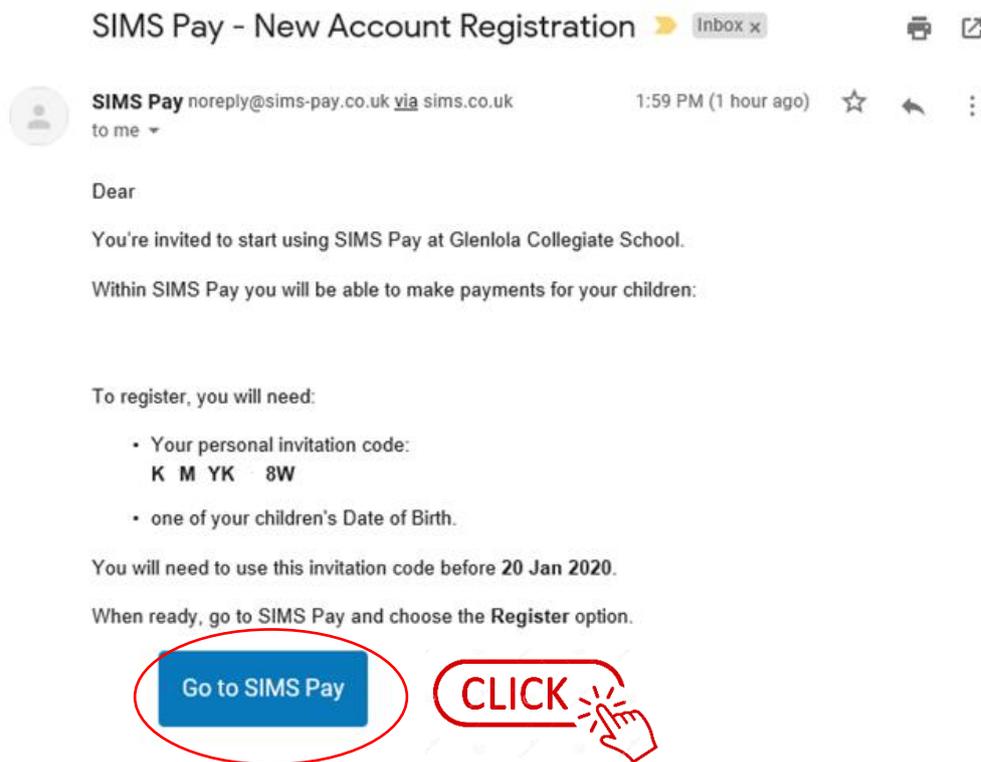
Setting Up SIMS Pay

Step One

You will already have been sent an invitation from noreply@sims-pay.co.uk

Please click Go to SIMS Pay

Step Two

You will be automatically directed to SIMS Pay. Select Register.

Step Three

Choose which method you would like to register with.

Facebook, Google, Microsoft and Office 365 work most seamlessly.

Do **not** select SIMS ID.

Sign in with SIMS ID

SIMS	Sign in with SIMS ID
f	Sign in with Facebook
▼	Sign in with Twitter
G	Sign in with Google
▣	Sign in with Microsoft
▯	Sign in with Office 365

Step Four

Enter the username or address and password for the account you have chosen. In this case a Google (Gmail) account was used.

G Sign in with Google

Choose an account

to continue to sims.co.uk

B example@gmail.com

⊙ Use another account

To continue, Google will share your name, email address, language preference and profile picture with sims.co.uk.

English (United Kingdom) ▼   Help   Privacy   Terms

Step Five

Click Go to Registration

SIMS **SIMS Pay | Secure Online Payments**

Hi

You are currently signed in with the **Google** account

Not what you're expecting?

You may be using a different account to the one you registered with.

[Try Another Account]

First time using SIMS Pay?

To register you will need to:

- Check the **Google** account **Ballyholme Primary** is the one you want to register.
- Provide the **Invitation Code** sent by the school issued to **you** specifically.
- Provide the **Date of Birth** of one of the persons listed in the invitation.

[Go to Registration] CLICK

Step Six

The name and code will be automatically filled for you. Click Register

SIMS

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	Google	
Invitation Code	K M KM W	

[Register] CLICK

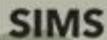© 2020 - Capita Education Software Solutions

Step Seven

Enter the date of birth of your child at Glenlola Collegiate.

SIMS

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

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Step Eight

For security you will be asked to login again to your chosen account. Choose the same account as in Step Three. Do not enter any details in the left hand panel.

SIMS

Register your account for SIMS products

Username

Username

Password

Password

☐ Show Password

Forgotten your SIMS ID Password?

Sign in

OR

f Sign in with Facebook

🐦 Sign in with Twitter

G Sign in with Google

⊞ Sign in with Microsoft

🗖 Sign in with Office 365

Step Nine

Your details will be filled automatically. Click continue.

SIMS

SIMS Pay | Secure Online Payments

Confirm Details

Please confirm that the details below are correct.

Title

Forename

Surname

School   Glenlola Collegiate School

CLICK

Cancel   Continue

Please contact your school if the details are **not** correct.

Step Ten

Your details will again be filled automatically. Click to continue

SIMS

SIMS Pay | Secure Online Payments

Create Account

Please complete **your account** details below.

Title

Forename

Surname

Email Address

Confirm Email Address

Cardholder Name

Billing Address

☑ Allow automatic email notifications from SIMS Pay

CLICK

Cancel   Continue

Why we need this information?

We will use your name and email address to communicate with you; for example to confirm when an order has been placed.

Adding your cardholder name and billing address will allow you to make payments faster.

By default SIMS Pay will send out automatic email notifications; for example to remind you when the next instalment for a trip is due.
Untick the box if you do not wish to receive these.

SIMS Pay | Secure Online Payments

Congratulations! Your account has been created

You are now able to make payments for this school within SIMS Pay.

Continue