



SIMS Parent App

What to do if you have been logged out

If you have been logged out of SIMS Parent App and are unable to log back in, please send an email to notify us of this to SimsParentApp@ballyclaresec.ballyclare.ni.sch.uk or telephone the school office on [02893322610](tel:02893322610) so that we can unregister and reregister your email address. Once you have received a new invitation email:

1. In the invitation email – Click on ‘Accept Invitation’
2. Copy the invite code
3. Click on ‘Register with **External Account**’
4. Click on one of the four buttons, Facebook, Google, etc. depending on users account
5. Paste in the invitation code
6. Click on ‘Register’
7. Enter the date of birth of your child in dd/mm/yyyy format
8. Click ‘Verify’
9. You should receive an email to say you have successfully registered