



## Royds Hall High School

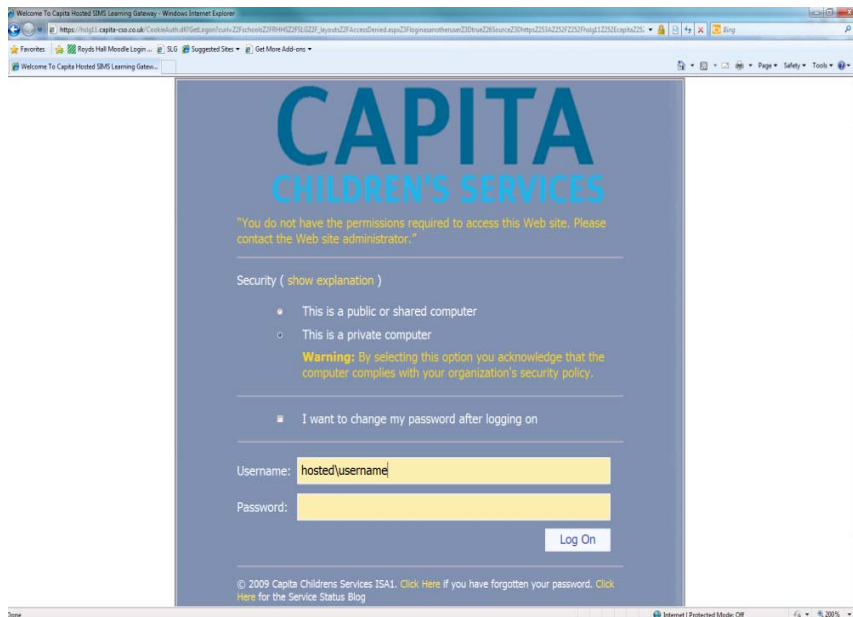
### SIMS Learning Gateway

Royds Hall High 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 document gives you a brief introduction to the SIMS Learning Gateway (SLG) system.

#### Getting to the school's web pages

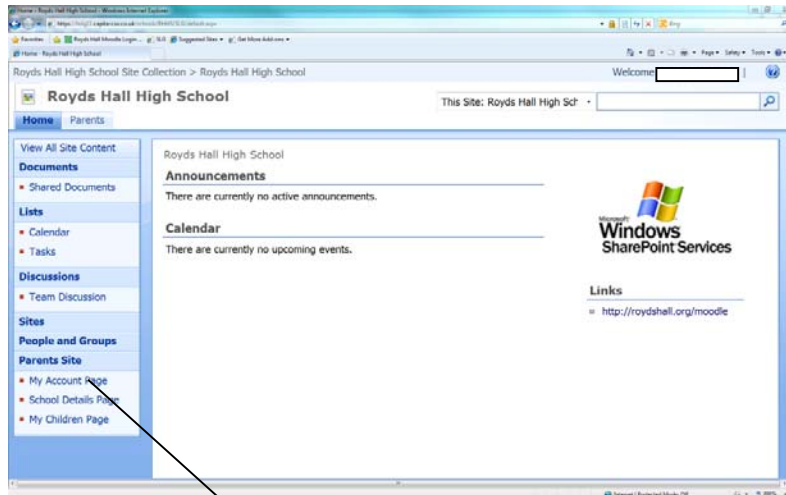
You will be able to access the site web address from the parents section of our website,



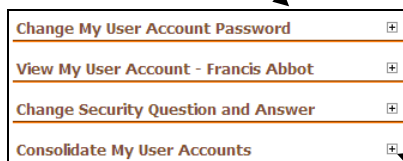
[www.roydshall.org](http://www.roydshall.org). For security reasons the ID and password you will need for access will be given to you either at a parent's event you are attending or in person at reception. Passwords will not be sent via students and will only be emailed in exceptional circumstances.

When you access the website you will be presented with a log-on page.

The password is case sensitive so you need to make sure that you are using capital letters if required. After successful log-in the page will change to look something like this:



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



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

### View My Account

A screenshot of the 'View My User Account - Francis Abbot' form. The form has a white background and a thin border. It contains several input fields: 'First Name' with the value 'Francis', 'Last Name' with the value 'Abbot', 'Address' with the value '15 Brickberry Close, Hampton Hargate, Peterborough, PE7 8AR, United Kingdom', 'Email Address' (empty), 'User Name' with the value 'AbbotF2', and 'User Name (pre-Windows 2000)' with the value 'AbbotF2'. Each field has a small cross icon on the right side of the input box.

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:



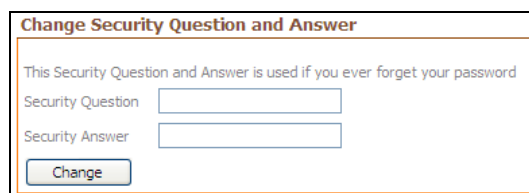
The screenshot shows a web form titled "Change My User Account Password". Below the title is a note: "Your new password must comply with this site's Password Policy". There are three input fields: "Old Password", "New Password", and "Confirm New Password". A "Change" button is located at the bottom of the form.

When you change your password you need to conform to the school's password policy. Your password must meet complexity requirements and the following are the minimum requirements:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least six characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A to Z)
  - English lowercase characters (a to z)
  - Base 10 digits (0 to 9)
  - Non-alphabetic characters (for example, !, \$, #, %)
- Users are forced to change their password every 180 days.
- Users cannot use the previous 2 passwords when they change their password.

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



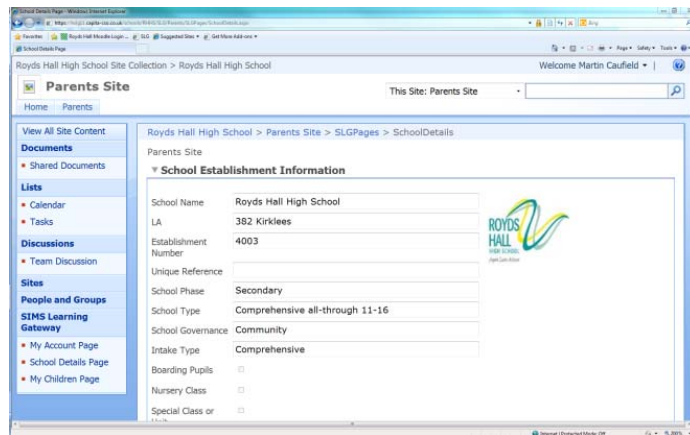
The screenshot shows a web form titled "Change Security Question and Answer". Below the title is a note: "This Security Question and Answer is used if you ever forget your password". There are two input fields: "Security Question" and "Security Answer". A "Change" button is located at the bottom of the form.

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.

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

[School Details Page](#)



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):

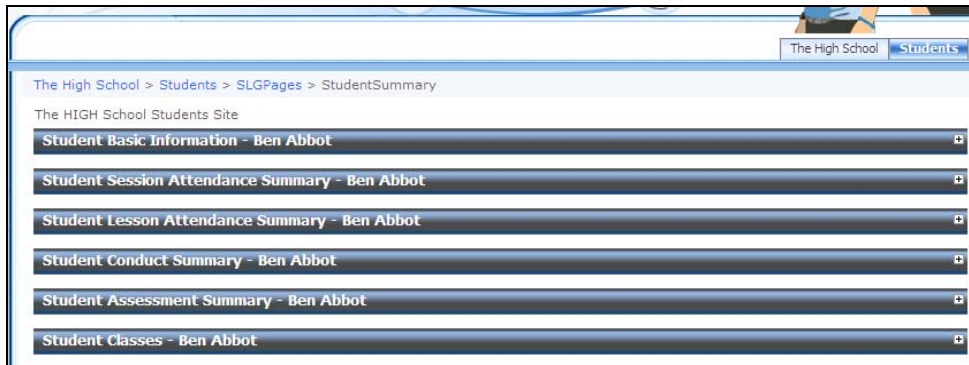


The link labelled [My Children Page](#) takes you to a screen showing this panel for each of your children:

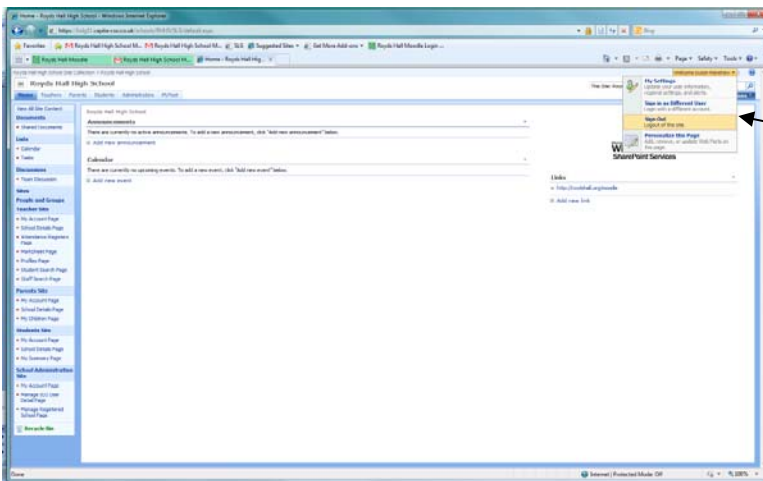
Please contact school if:

- 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.



Please remember to log out when you have finished looking at the site