

SIMS LEARNING GATEWAY

Quick Start Guide for Parents



Holy Trinity Academy is implementing SIMS Learning Gateway (SLG) – a web based system of access to data held by the Academy about pupils. SIMS stands for School Information Management System and is the database of information about everyone attending Holy Trinity School.

You will be able to use the SLG to access information on attendance, punctuality, behaviour, achievement and also to view academic reports for your own child/children.

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

Accessing the SLG login page

To access the login page for the SLG you will need to access Holy Trinity Academy's website at: www.holytrinity.academy

Log in to “Learning Gateway” using the instructions below.

The screenshot shows the login interface for the MIS Online SIMS Learning Gateway. At the top left is the MIS Online logo. The page title is "MIS Online SIMS Learning Gateway". Below the title is the word "Login". There are two input fields: "User name:" and "Password:". The "User name:" field is highlighted with a blue box and an arrow pointing to it from a box labeled "Username". The "Password:" field is also highlighted with a blue box and an arrow pointing to it from a box labeled "Password". Below the input fields is a "Log On" button. Underneath the button is a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "I want to change my password after logging on". At the bottom of the page, it says "Secured by Microsoft Forefront Threat Management Gateway © 2010 SMIS, Sandwell MBC. All rights reserved." To the right of the login form, there are two text boxes. The top one says: "You will need to login using the unique username and password provided to you by the school. If this is the first time you have logged into the SLG you will be asked, for security reasons, to change your password." The bottom one says: "Complexity requirements are enforced when passwords are changed or created and the setting are as follows:"

Your new password will need to meet the following criteria:

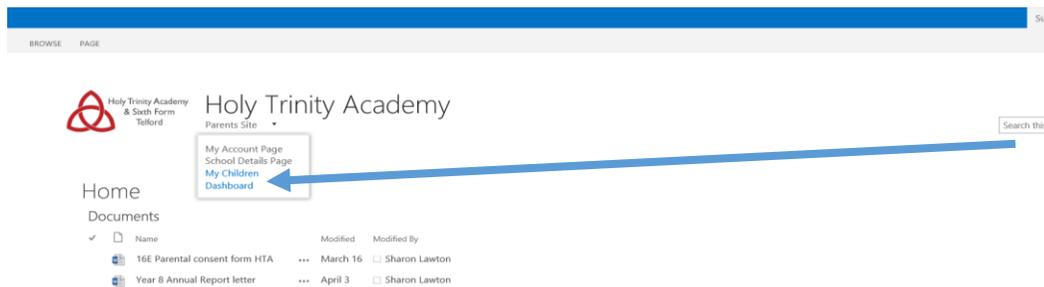
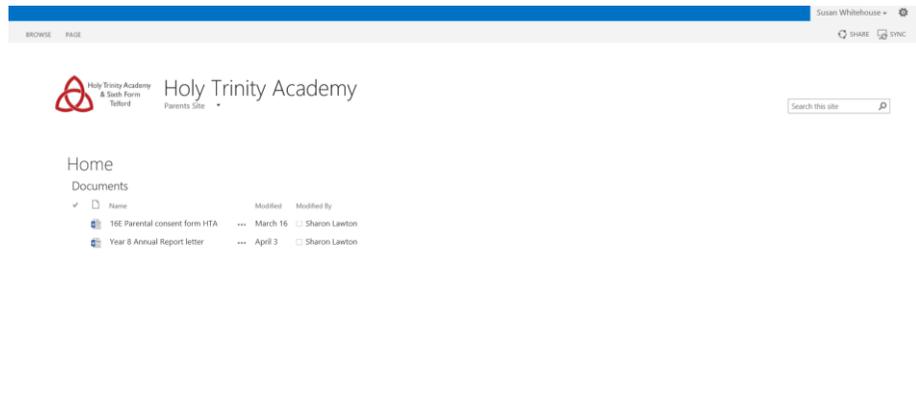
- Be at least six characters in length
- Contain characters from three of the following four categories
 - ★ English uppercase characters (A to Z)
 - ★ English lowercase characters (a to z)
 - ★ Base 10 digits (0 to 9)
 - ★ Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created and the setting are as follows:

- The maximum age of a password is 180 days. This means that you will be required to change your password every 180 days.
- 3 previous passwords are remembered which means that you cannot use the previous 3 passwords when you change your password.

HOME PAGE

Once you have logged in you will see the home page.



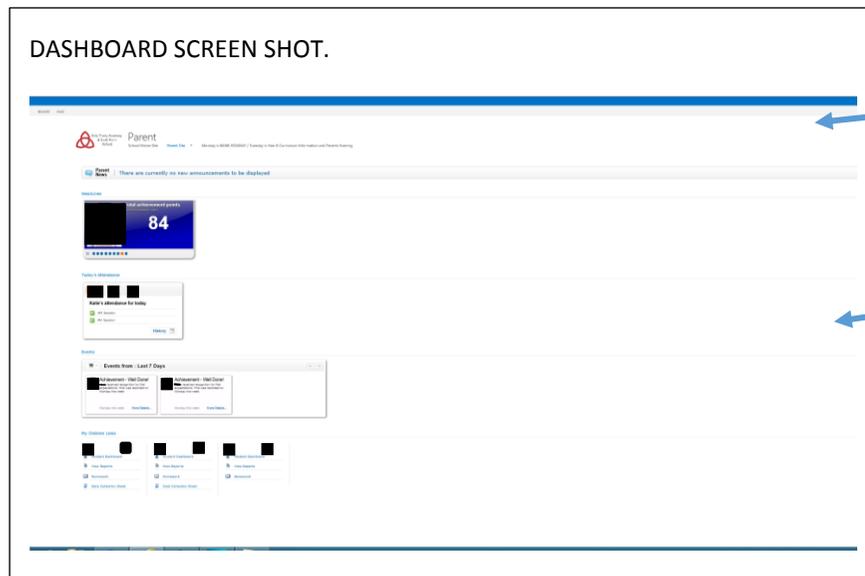
Click on Parent Site this will show you three options.

If you click "My Children Dashboard" this will show you your child's screen.

From here you are able to access different parts of the system

- **My Account Page** – A section where you can check your contact details and change your password. We recommend you set a security question as this will allow you to reset your SLG password if you ever need to.
- **Academy Details Page** – This page has information about the Academy including the Academy’s address, contact telephone number and email address.
- **My Children Dashboard** – From this section you will be able to view your child’s attendance, behaviour, achievements, access to his/her reports and complete data collection returns.

Then looking at the bottom of the page you will see further options, one being for the reports.



If you have more than one child at the school, all children will be shown under the same one login.

EVENTS – show highlights of the last 7 days.

At the bottom of the page under your child's name you will find links to other areas. The student Dashboard link, View Reports, and Data Collection Sheet.

- Student Dashboard – In this section you will be able to see a breakdown of your child's attendance, behaviour and achievements, you are also able to view his/her timetable.
- View Reports – The view reports link will take you to a page where you will be able to access your child's Holy Trinity Academy report or assessment. Both documents will be viewed in PDF format.
- Data Collection Sheet – We would recommend you check this information and make any amendments as necessary in order to ensure that the data held by Holy Trinity Academy is correct and up to date.

Logging Out of the SLG Parent Portal

Click on the User menu (at the top of the page where it says WELCOME then your name)

If you log onto Holy Trinity Academy SLG using a smart phone, you will be able to see some of the information which features in the SLG. Login on using a PC or tablet you will be able to view all the information.

Need Support?

Parents and carers with a login ID and password who need technical support can request help by emailing holytrinity@taw.org.uk

In the email please include the following details:

- Your name
- Your Childs name and date of birth
- A brief description of the problem