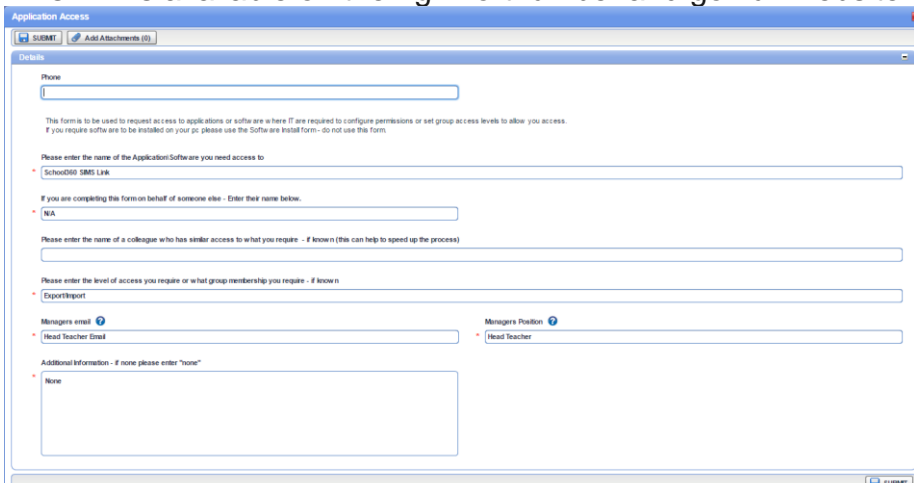


Setting up School360/Sims registration

Follow the steps bellow if you wish to arrange registration to Sims through School360.

Step	Who	What
1	School	The school must be prepared to fund the annual charge of £250. This is to meet external costs for integrating Sims and Registers in School360. <i>The first year is completely free!</i>
2	School	If your school is ready to set up School360/Sims registration go to step 3 or to find out more about how registration to Sims works from the ICT Curriculum Support Team
3	School	<p>Complete the request form on the NCC intranet page. Do this on an admin computer</p> <p>http://servicedesk/assystnet/application/assystNET.jsp#id=22;name=Application%20Access;type=13</p> <p>This link is available on the ngfl.northumberland.gov.uk website.</p>  <p>Key elements of the form are: Please enter the name of the application/software you need access to – School360 SIMS Link Please enter the level of access you require – Export/import Managers email – put Headteachers email Managers position - Headteacher <i>Once the form is completed the Head Teacher will be contacted to approve the request.</i></p>
4	Information Services	Information Services will send an email to the Headteacher asking them to confirm they wish the changes to be implemented.

Step	Who	What
5	School	It is essential that the school ensures that their Sims records are correct and up to date prior to implementing registration. All pupils who have left the school must have been removed from Sims.
6	Information Services & School360	Information Services receive the request and work with School360 to set up link.
7	Information Services	Once set up is complete, Information Services contacts school informing them that they are ready to 'switch on' School360/Sims link.
8	School	School agrees start date - i.e. When they want to stop 'paper registers' or using Sims direct to register and use the link from School360. Normally this will be the next Monday.

Once the school starts to use the School360/Sims registration system

Who	What
School	School must monitor the first registrations from School360 by checking SIMS to ensure that automatic transfer from School360 to Sims has occurred correctly.
Secretary / Admin	All aspects of the register can be amended by the school secretary / Admin EXCEPT: Where a pupil is registered as present and then the school needs to mark them absent. This can only be edited/updated through Sims.
Secretary / Admin	Other edits, for example, marking a pupil present who arrives late, can be done through the School360 Admin area.