



## SIMS Learning Gateway

### Parent User Guide 1

SIMS Learning Gateway is an online facility that will enable you to securely access information on your child's attendance, progress and timetable via the internet. It is very important that you ensure that all information is kept secure and that passwords are protected.

To login -

Step 1. Go to [www.beaufortcs.com](http://www.beaufortcs.com)

Step 2. Go to the Parents zone

Step 3. Click *SIMS Learning Gateway* login on the menu bar

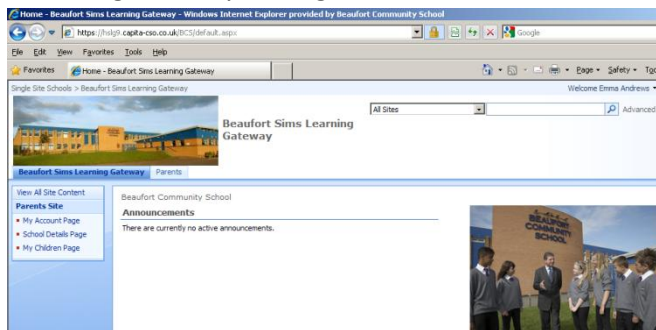
Step 4. Enter your username that is enclosed within this envelope. E.g **hosted\r.smith.bcs.**

All usernames start with hosted\.....

A screenshot of the SIMS Learning Gateway login page. The page has a blue background and contains a 'Security' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below this is a checkbox for 'I want to change my password after logging on'. The 'Username' field contains 'hosted\r.smith.bcs' and the 'Password' field is empty. A 'Log On' button is located to the right of the password field. At the bottom, there is a copyright notice for 2009 Capita Childrens Services, ISA2, and links for 'Click Here if you have forgotten your password.' and 'Click Here for the Service Status Blog.'

Step 5. Enter your password. Your password must be at least 6 characters long, must contain at least one capital letter, at least one number and a special character such as ! or \$. To ensure information is secure you will be required to change your password every 6 months. Please protect your password. Password example – **Password1%**

Step 6. You will now have access to your own secure area. To log out, click your name in the right hand corner and select **Sign Out**. If there is a period of inactivity of over 10 minutes then for security reasons the SIMS Learning Gateway will logout.



Should you need help resetting your password e-mail [tech@beaufort.gloucs.sch.uk](mailto:tech@beaufort.gloucs.sch.uk) and we will be able to help with login issues.