




Dear Parents

Re : SIMS Learning Gateway (SLG)

I wish to invite you to login to the SIMS Learning Gateway (SLG) using the details below. This will enable you to view details about your daughter such as attendance, the achievement and behaviour points awarded. Our aim is also to enable you to view your daughter's homework on a daily basis. You will have access to your daughter's Annual Report and Progress Sheets during the academic year.

Please follow these instructions:

- Open the school website at [www.uptonhallschool.co.uk](http://www.uptonhallschool.co.uk)
- Click on the small icon at the top right of the homepage, which is the link to the SIMS Learning Gateway 
- Input your username and password as given to you

**Logon Name:**

**Password:**

- There is a section on the page called security choose the option – 'This is a public or shared computer'
- Click on the box next to 'I want to change my password after logging on'
- Click on the Sign in button to open the website

### **ID and password**

Parents are provided with a user ID and password for SLG. Upon initial logon, you will be prompted to change your password and to set up a security question. Please note the following requirements when creating a new password:-

- It should not contain your name or your user ID;
- It must be at least 6 characters in length;
- It should contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - a number (0 through 9)
  - a non-alphabetic character (eg !, \$, #, %)

The system requires passwords to be changed every 180 days and you will be prompted when it is time to do this. Once you have set your initial password, you should choose the option to create a security question and answer. This is used in the event you need to request a password reset by clicking on the 'Forgot my password' link on the logon page.



The SLG website will open at the homepage.

- From the left hand menu choose [My Daughter's Dashboard](#). This will open a page which displays some of your daughter's details.
- Explore this page, there are links at the bottom of this dashboard page to:
  - Student dashboard provides more details of the history of the achievement and behaviour points in previous weeks
  - View Annual Report and Progress Sheets (available for the academic year)
  - View Homework set
  - Data Collection Sheet (this allows you to update your daughter's details)
- On the left hand menu choose My Account Page which will allow you to set your security question in case you ever forget your password.

Finally at the very top right of the webpage where it says Welcome your name, there is a drop down menu which allows you to sign out please make sure you sign out of the SLG website at the end of your session.

If you have problems accessing the SLG please contact school by email - [uhs@uptonhall.org](mailto:uhs@uptonhall.org)

Yours sincerely

A handwritten signature in blue ink that reads 'Shelle Taylor'.

Miss S Taylor

Assistant Headteacher