Parent/Carer User Guide
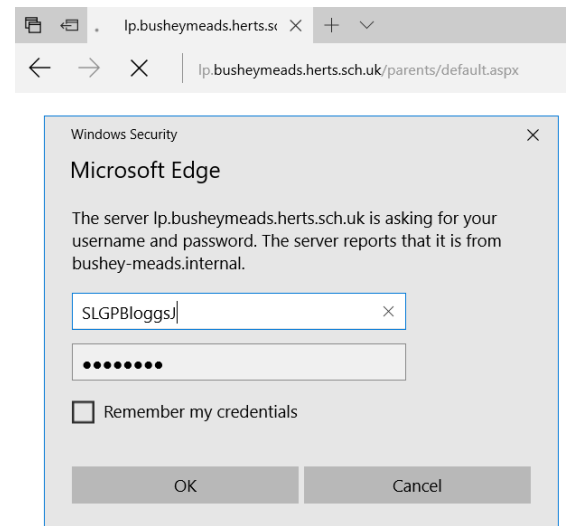# For accessing the SIMS Learning Gateway (SLG)

User Guide

1. Using a web browser such as Google Chrome or Microsoft Internet Explorer / Edge navigate to www.busheymeads.org.uk/parents

2. At this page click on the **'Login'** button

3. You will then be asked to enter your login details. Your username will start with (SLGPxxxxxx) eg Mr Joe Bloggs would be **SLGPBloggsJ**

   Your login details will have been provided to you when your child joined Bushey Meads School.
   If you have not received a copy of your login details or have misplaced this information please visit the **'Contact Us'** *section of the school website to request a reminder of your SLG login details.*

4. You have now successfully signed in. Now click on the **'My Children Dashboard'** where you will have access to your child's/children's attendance, student record, rewards and consequences, academic reports and homework.

5. Reports are published each term to the SIMS Learning Gateway and are downloadable in a PDF format. Click on the **'View Reports'** link to access these.

Display: By Category   List

— ▶ Academic Year 2014/2015

— ▶ Academic Year 2015/2016

— ▼ Academic Year 2016/2017

    📄 Year 9 Summer Term Assessment

    📄 Year 9 Spring Term Target Review

    📄 Year 9 Spring Term Assessment

    📄 Year 9 Autumn Term Assessment

6. You will need to click on your chosen academic year, this will then expand that particular category and reveal any currently available reports for your child.

7. If you wish to change your password you can do so from the **'My Account Page'** You can also check that the current details we have on file including email and home address are correct.

8. Click in the **'Change My User Account Password'** section to change your current password. You will need to first enter your current password and then type a new password twice and then hit **'Change'** to confirm.

SIMS Learning Gateway
My Account Page
My Children Dashboard
School Details Page
Staff Directory

All Site Content

Last Name | Smith
Current Home Address

Email Address
User Name
User Name (pre-Windows 2000)

▼ Change My User Account Password

Your new password must comply with this site's Password Policy
Old Password
New Password
Confirm New Password
Change

9. Finally to sign out of your account click on the arrow next to your username, this is located at the top right hand corner of the main screen.

SLGPBloggsJ ▼

My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Request Access
Email the site administrator to request additional permissions.

Sign Out
Logout of this site.

10. Now click on **'Sign Out'** to securely logout of the SLG site.