

ITASS Data Security Guidance

SIMS and FMS Account Management

Every school should have a **SIMS system manager**, nominated by the Headteacher. One of this person's roles should be to manage SIMS user accounts and permissions.

The **SIMS system manager** should ensure that **SIMS and FMS users have individual user logins in their own names**, rather than shared SIMS or FMS logins.

The **SIMS system manager** should receive **training** so that he/she knows how to:

- Use the **System Manager program** in SIMS, to create a SIMS .net login account for a new SIMS user
- Add or remove permissions for a user to different areas of SIMS
- Reset a user's SIMS .net or FMS login if they forget their password
- Disable the SIMS .net and FMS logins when a member of staff leaves the school

Manuals about using the System Manager program are available on the ITASS website at <http://www.itass.newham.gov.uk/admin/manuals.aspx#SystemManagement>

It is advisable for a minimum of two, but no more than three or four, school staff to have access to the SIMS System Manager program.

If the school would prefer ITASS to manage SIMS or FMS logins, the **Headteacher** should confirm this in writing to ITASS, by completing the appropriate **Account Request Form** available on the ITASS website at <http://itass.newham.gov.uk/admin/accountrequestforms.aspx>

The **Headteacher** should **review the users' permissions** to SIMS and FMS at least once per term.

SIMS and FMS users should know how to **change their own passwords** (using the tick box on the SIMS or FMS login box).

Passwords for SIMS .net are a minimum of 4 characters. Passwords for FMS are a minimum of 6 characters. These passwords are not case-sensitive.