



ADDING OR AMENDING SIMS USER ACCESS

Requesting School:

Requester's Name:

Requester's Job Title:

Requester's e-mail address:

Users Details

Name:

Job Title:

Is there an existing SIMS account you wish the permissions to be based on? If so please provide the name of the existing user.

OR

Select the applications below to allow access to

SIMS – CORE		
<input type="checkbox"/> Pupil View	<input type="checkbox"/> Pupil Edit	<input type="checkbox"/> Pupil School Census
<input type="checkbox"/> SEN Edit	<input type="checkbox"/> Behaviour	
ASSESSMENT		
<input type="checkbox"/> Assessment - Manager	<input type="checkbox"/> Assessment – Admin Assistant	
ATTENDANCE		
<input type="checkbox"/> Attendance – Manager	<input type="checkbox"/> Attendance – Admin Assistant	
PERSONNEL		
<input type="checkbox"/> Personnel Manager - inc SCW Census	<input type="checkbox"/> Personnel - Admin Assistant	
<input type="checkbox"/> Data Exporter (HCSS Only)	<input type="checkbox"/> Personnel Absences	
PROFILES		
<input type="checkbox"/> Profiles – Manager	<input type="checkbox"/> Profiles - Basic	
SCHOOL ADMINSTRATOR		
<input type="checkbox"/> Full Access to key SIMS core areas		
SYSTEM MANAGER		
<input type="checkbox"/> Setting up Sims user access		
FMS		
<input type="checkbox"/> Basic Access (read)	<input type="checkbox"/> Basic Access (enter)	<input type="checkbox"/> Authorise
<input type="checkbox"/> Full Access	<input type="checkbox"/> Equipment Register	
DINNER MONEY		
<input type="checkbox"/> Bursar Access	<input type="checkbox"/> Assistant Access	
HCSS		
<input type="checkbox"/> Full Access	<input type="checkbox"/> Read Access	
<input type="checkbox"/> Report Generation	<input type="checkbox"/> School Development Plan	
CLASSROOM TEACHER		
<input type="checkbox"/> View / Edit Pupils	<input type="checkbox"/> Assessment & Attendance	<input type="checkbox"/> Profiles & Behaviour
SMT ACCESS		
<input type="checkbox"/>		

DATE.....

SIGNED.....

Please return by Fax to ITASS 020 8430 6842