



## Add or Amend SIMS User Access

Requesting School:

Requester's Job Title:

Requester's Name:

Requester's e-mail address:

### User 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:  Pupil view  Pupil Edit  Pupil School Census  SEN Edit  Behaviour

ASSESSMENT:  Assessment – Manager  Assessment - Admin Assistant

ATTENDANCE:  Attendance – Manager  Attendance - Admin Assistant

PERSONNEL:  Personnel – Manager (incl. SWC Census)  Personnel - Admin Assistant  
 Data Exporter (HCSS only)  Personnel - Absences

PROFILES:  Profiles – Manager  Profiles - Basic

SCHOOL ADMINISTRATOR:  Full Access to Key SIMS core areas

SYSTEM MANAGER:  Setting up SIMS user access

FMS:  Basic access (read)  Basic access (enter)  Full access  
 Authorise  Equipment Register

DINNER MONEY:  Bursar access  Assistant access

HCSS:  Full Access  Read Access  Report Generation  School Development Plan

CLASSROOM TEACHER:  View/Edit Pupils  Assessment & Attendance  Profiles & Behaviour

SMT ACCESS:

DATE:

HEAD TEACHER SIGNED:

PLEASE PRINT NAME:

Please return the form via email to: [ict@npw.so](mailto:ict@npw.so), or alternatively fax it on the number below.