

Accessing SLG for Parents

Document version: Draft 3.6

Issue date: 10/06/09

Document valid until: July 2009

Document owner:

Amendments to Issued Document

DATE	AUTHOR	ISSUE	AMENDMENT DETAILS

All enquiries or queries should be directed to the IT Help Desk:

01962 847007 or email edicthelp@hants.gov.uk

This information is available in large print, in Braille, on audio tape or on disk. Please contact the IT Help Desk.

Summary

SIMS Learning Gateway (SLG) is a portal which provides access, over the Internet, to relevant information stored in a SIMS database.



Table of Contents

1. Logging in to SLG	3
2. First Login to SLG	3
3. Logging out of SLG	4
4. The SLG Home Page.....	6
5. SLG Parents Pages	6
6. Consolidated Users.....	9
Appendix A Supported web browsers.....	11

I. Logging in to SLG

You can connect to SLG from any computer via the Internet.

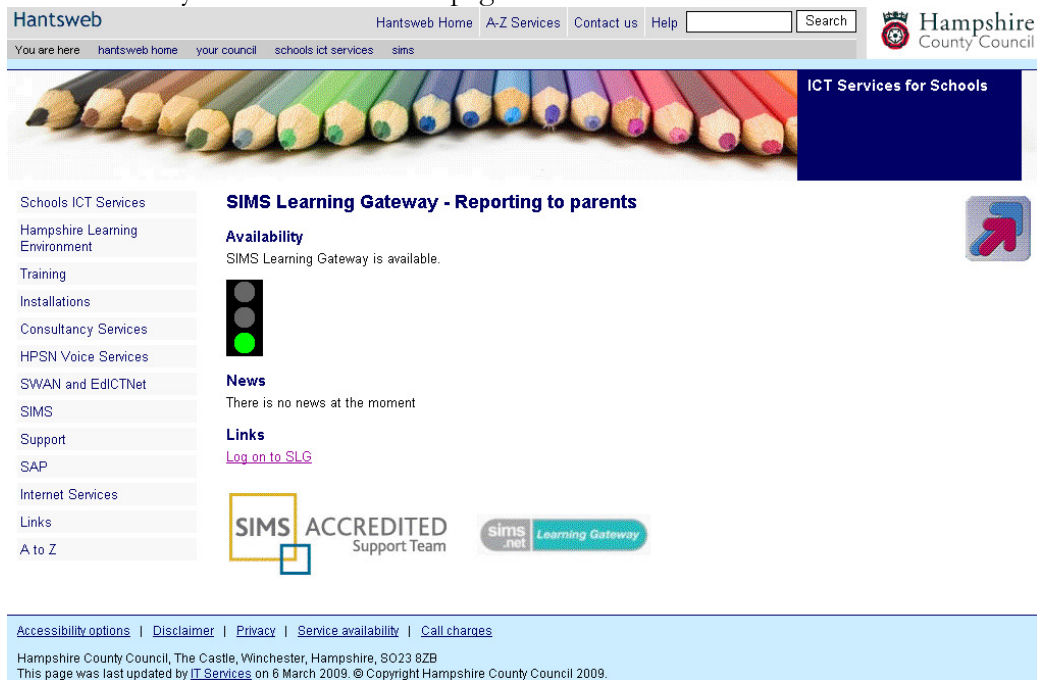
The URL for all users is <http://www.education.hants.gov.uk/slg>

When you log in, you are automatically taken to the relevant school pages based on your login name.

Your User ID and password will be provided to you by the school

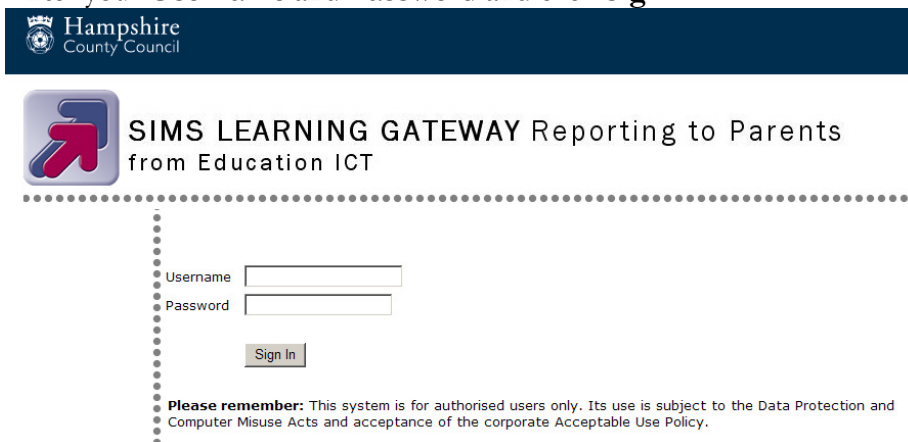
To log into SLG

- 1.1. Open your web browser (see **Appendix A** for a list of supported browsers)
- 1.2. Type <http://www.education.hants.gov.uk/slg> into the address and press **Enter**. This will take you to the main SLG page



This page should be bookmarked for future use.

- 1.3. Click onto the **Log on to SLG** link
- 1.4. Enter your **Username** and **Password** and click **Sign In**



If you cannot remember your login details then contact the school for assistance

2. First Login to SLG

First login – change password

- 2.1. On your first login you will be instructed to reset your password, the password criteria will be shown on the screen. This password must be at least 7 characters long and contain at least two of the following types of character:

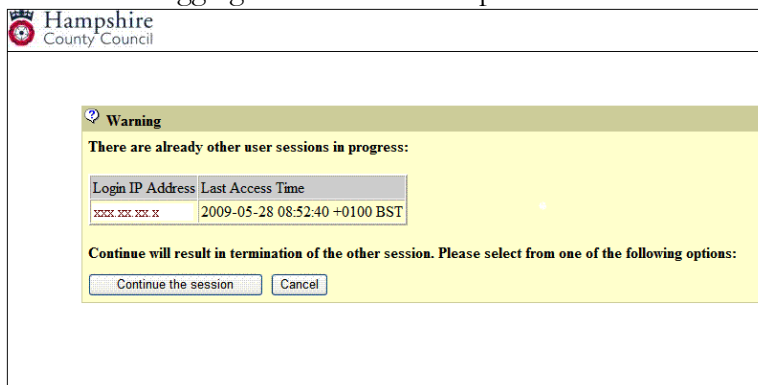
- UPPER Case letters
- Numeric Characters
- Non Alphanumeric Character (@!# etc)

SLG is set to remember your last twenty (20) passwords and will prompt you to change your password ever 180 days.

- 2.2. Once you have changed your password, enter your username and password again and click Login

- 2.3. You will now be taken to the schools SLG web pages, see [The SLG Home Page](#) and [SLG Parents Pages](#) below for details.

Note: if you are currently logged onto SLG and then try to login again on a different computer without logging off, you will get a message with the option of closing the open session and logging onto the new computer

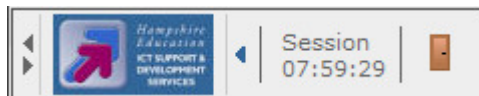


3. Logging out of SLG

When you access SLG a small box will be displayed in one corner of your browser window.

This controls your SLG session and **must be used to log out of SLG** when you have finished working.

This will secure your computer and prevent any other users from accessing your SLG account.

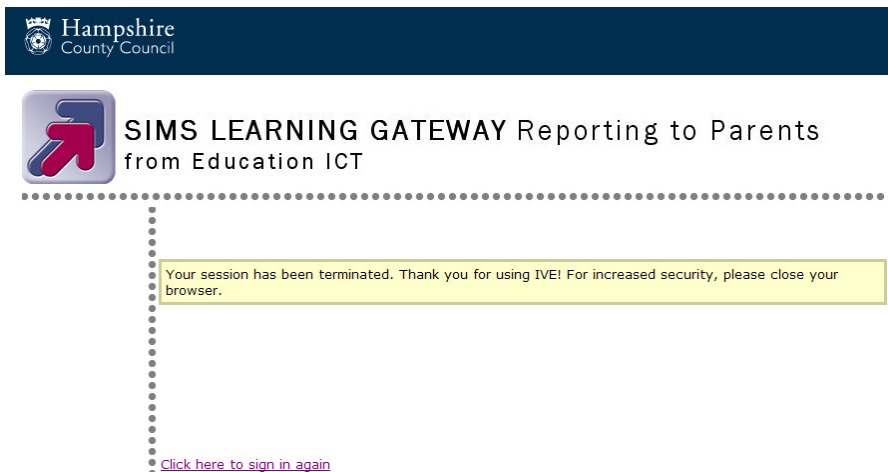


To log out of SLG

- 3.1. Click on the **Door** icon in the Session Box
- 3.2. If you cannot see the Door icon, click on the **Blue arrow** on the right hand side of the session box to expand it



3.3. Your session will be closed



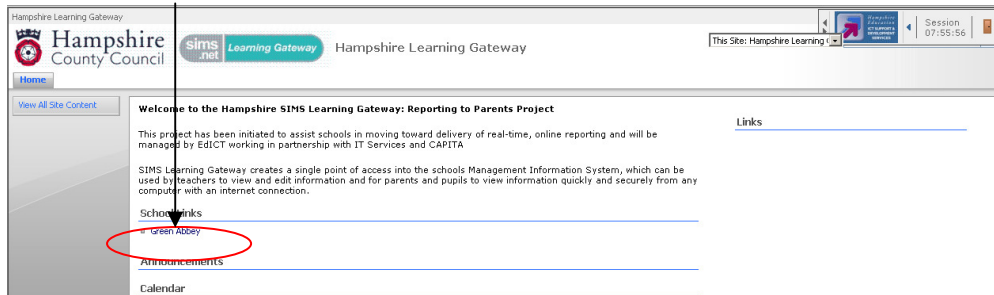
3.4. If you wish to sign in again click on **Click here to sign in again**

4. The SLG Home Page

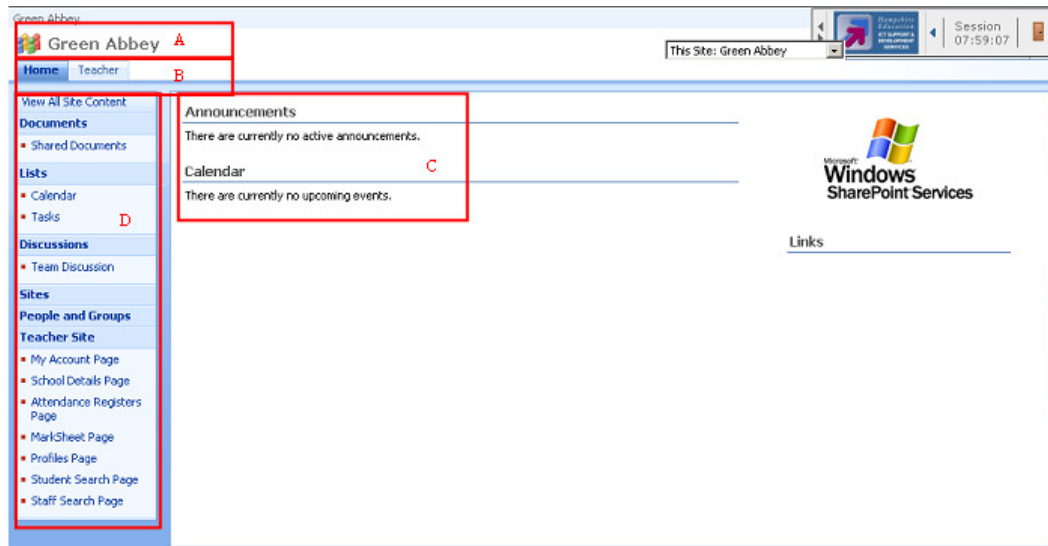
When logging in you are taken to Hampshire SLG Home Page

This provides information on the system and gives access to any schools that the User has permissions for under the **School Links** list.

Click on the **link** for the School

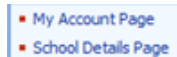


This takes you to the home page for the school



The key elements here are:

- A - the site name and school badge
- B - tab links for other sites to which you have access
- C - announcements and other items for everyone within the site
- D - links to the SLG pages

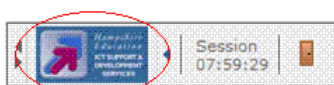


The My Account page allows users to see their account details

The School Details page gives information about the school

Return to Homepage

You can return to the SLG home page at any time by clicking on the **Hampshire Education** logo



5. SLG Parents Pages

Click on the **Parents** tab

This is the default Parents Home Page

The screenshot shows the 'Parents' section of the Green Abbey Secondary School website. The left sidebar contains navigation links: View All Site Content, Documents (Shared Documents), Lists (Calendar, Tasks), Discussions (Team Discussion), Sites, People and Groups, and the SIMS Learning Gateway (My Account Page, School Details Page, My Children Page). The main content area shows the breadcrumb 'Green Abbey Secondary School > Parents > SLGPa' and the title 'View My User Account - Emma Stevens'. The form fields are: First Name (Emma), Last Name (Stevens), Address (18 Church Lane, East Town, Eastshire, United Kingdom), Email Address (empty), User Name (slg.emmastevens@slgpoc.techde), and User Name (pre-Windows 2000) (SLGPOC\slg.emmastev).

The **My Account** page allows you to see their account details

The **School Details** page gives information about the school

The **My Children** page gives details on any of your children that are currently on roll at the school (or at multiple schools if the account has been consolidated, see Consolidation Section)

The screenshot shows the 'Parents' section of the Green Abbey Secondary School website. The left sidebar is identical to the previous screenshot. The main content area shows the breadcrumb 'Green Abbey Secondary School > Parents >' and the title 'My Children Browse'. There is a 'Show Photos' checkbox (unchecked). Below are two student entries. The first entry is for Ben Abbot, Year Group 11, Reg Group 11A, House Hooke, Gender Male, with an empty Admission Number field. Below this entry is a link 'More Student Details...'. The second entry is for James Abbot, Year Group 8, Reg Group 8C, House (empty), Gender Male, with an empty Admission Number field. Below this entry is also a link 'More Student Details...'.

Click on **More Student Details** to open the Student Summary Page, each section of this page has a More Details link to access more information

Student Basic Information - Ben Abbot

<< Back

Legal Forename

Middle Name(s)

Legal Surname

Preferred Surname

Preferred Forename

Date of Birth

Age

Gender

Birth Certificate Seen ☒

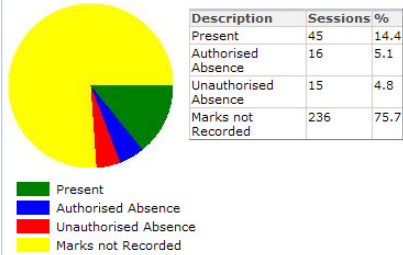
[More Student Details...](#)



sim supporting

Student Session Attendance Summary - Ben Abbot

<< Back



[More Session Attendance Details...](#)

sim supporting

Clicking on **More Student Details** gives more detailed information

Student Registration Information - Ben Abbot

<< Back

Registration Group House

Year Group Year Taught In

Enrolment Status Boarder Status

Admission Date Admission Number

Former UPN Attendance Mode

UPN Local UPN

Part Time Details:

Start Date	End Date

sim supporting

Student Address Information - Ben Abbot

<< Back

Current Home Address Details (Not Validated)

16 Brickberry Close
 Hampton Hargate
 Peterborough
 PE7 8AR
 United Kingdom

sim supporting

Student Telephone and Email Information - Ben Abbot

<< Back

Telephone/Fax Numbers:

Device	Location	Telephone Number	Main	Notes
Telephone	Mobile	07654 321123	Yes	
Telephone	Home	456 10910	No	

Email Addresses:

Location	Main	Email Address	Notes
Other	Yes	2912@ga.com	

sim supporting

Student Family Home Information - Ben Abbot

<< Back

Contacts:

Is Home Address	Priority	Name	Relationship	Court Order	Telephone	Location
Yes	1	Abbot, Mrs Rachael	Mother	No	456 10910	Home
Yes	2	Abbot, Mr Francis	Father	No	456 232425	Work
No	3	Gould-Harper, Mrs Anna	Other Contact	No	456 10801	Work

To access a students timetable

- 5.1. Click **My Children** Page
- 5.2. Click **More Student details** for the required child


- 5.3. Click **Student Timetable** (at bottom of screen)

To access a students attendance details

- 5.4. Click **My Children** page
- 5.5. Select required Child
- 5.6. Click **as required**
- More Session Attendance Details...
 - More Lesson Attendance Details...
 - Lesson Absences...

Each of these sections can be expanded to give more information

Logging out of SLG

- 5.7. Click on the **Door**  icon in the Session Box
- 5.8. If you cannot see the Door icon, click on the **Blue arrow** on the right hand side of the session box to expand it



- 5.9. Your session will be closed

6. Consolidated Users

There are situations for SLG users where they may find it beneficial to consolidate their user accounts. This could occur when parents have children at two different schools or a teacher at one school has a child at another school (both schools would have to be hosted by EdICT for this to work).

Each school has its own records of the parents and pupils in SIMS .net. They are individually provisioned by each school and a username and password is provided. This means that parents would have to remember usernames and passwords for each school where they had children.

How to Consolidate

By consolidating accounts you are able to access all the information on all of your children, regardless of schools attended (so long as the schools SLG is hosted by EdICT), via just one username and password.

- 6.1. Log onto **SLG**
- 6.2. Select the **My Accounts** Page
- 6.3. In the **Consolidate My User Accounts** pane enter the **username** and **password** of the account that you wish to consolidate

6.4. Click **Continue**

Parents
Green Abbey Secondary School > Parents > SLGPages > MyAccount

View My User Account - Emma Stevens

First Name:
 Last Name:
 Address:

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

Consolidate My User Accounts

Enter the details of the User Account you wish to consolidate with the current one

User Name:
 Password:

6.5. Select the **preferred username** that you wish to consolidate the account to

6.6. Click Consolidate

Consolidate My User Accounts

Choose which user name you wish the consolidated User Account to use

☒ **Current user name (slg.emmastevens)**
 This User Account is SLG Administered

☐ **Other user name (slg.emmastevens2)**
 This User Account is SLG Administered

Appendix A Supported web browsers

SLG should function with any current Internet browser but has specifically been tested on the following Internet browsers for PCs and Macs:

Internet Browser	PC	MAC
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Internet Explorer 6.x	✓	✗
Mozilla Firefox 3.x	✓	✓
Mozilla Firefox 2.x	✓	✓
Safari 4.x	✓	✓
Safari 3.x	✓	✓
Safari 2.x	✗	✓
Chrome	✗	✗