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# SIMS Agora for Parents

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## Registering for an Account

**IMPORTANT NOTE:** To register a SIMS Agora account, the account holder must have a Microsoft® Account. It is possible to use an existing account or you can create a new one (<http://www.signup.live.com>).

Your child's school will send to you a registration letter that contains a unique child reference. A child reference will be issued for each child attending the school and will be addressed to the parent who is linked to the child. This reference will be required when registering for a SIMS Agora account. The date of birth of the child referred to in the letter will also be required.

**WARNING:** If another parent of the child wishes to register an account, either instead of, or as well as the person to whom the letter was addressed, please contact the school to request a separate child reference. Using a child reference intended for another person may cause problems in the future.

**IMPORTANT NOTE:** If you already have a SIMS Agora account for a child (please see [Adding Children to My Account](#)), new children should be added to this, rather than creating a separate account.

1. In a web browser, navigate to the SIMS Agora website (<https://www.simsagora.co.uk>).
2. Click the **Sign in with your Microsoft Account** button to display the **Sign In** page.
3. Enter your Microsoft Account login details (**Email or phone** and **Password**).
4. Click the **Sign in** button to display the **Welcome to SIMS Agora** page.

*NOTE: This page is displayed only when you sign in to your SIMS Agora account for the first time.*

5. To register an account, click the yellow **Register Account** button at the bottom of the page.

The registration process consists of four steps:

### Step 1

- a. Enter the **Child Reference** contained in the letter received from the school and the **Child's Date of Birth** for the child referred to in the letter.
- b. Click the **Continue** button.

### Step 2

- a. Check the details recorded for your child and enter their **Preferred Name**.  
*NOTE: If these details are not correct, contact your School Administrator.*
- b. Click the **Continue** button.

### Step 3

**WARNING:** These details are for the parent to whom the registration letter from the school is addressed. If another parent of the child wishes to register an account, either instead of, or as well as the person to whom the letter was addressed, please contact the school to request a separate registration reference. Using a registration reference intended for another person may cause problems in the future.

- a. Confirm your details, record an **Email** address and repeat this in the **Confirm Email** field.
- b. Deselect the **Enable automatic email notifications from SIMS Agora** check box if you do not wish to receive emails regarding your account. This can be changed at any time (please see [Checking My Details](#)).
- c. Cardholder information is pre-populated with the details of the primary contact. If these are incorrect, enter the **Cardholder Name** and **Billing Address** (including **Town** and **Postcode**) for the card holder who will be making payments.

**TIP:** Cardholder details will be used during the checkout process to save time. If you would prefer to enter these details at the checkout each time you pay for an item, these details can be left blank.