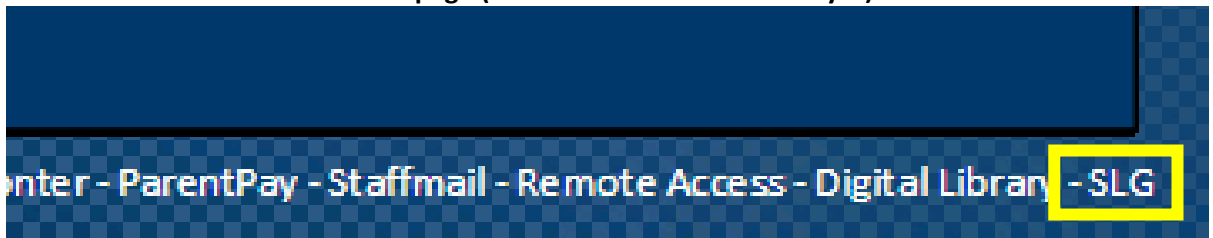


Quick Start Guide to SIMS Learning Gateway

To access the SIMS Learning Gateway please follow the instructions below:

1. Please go to our website www.shirley.croydon.sch.uk
2. Click on SLG at the bottom of the page (where the link for ParentPay is)



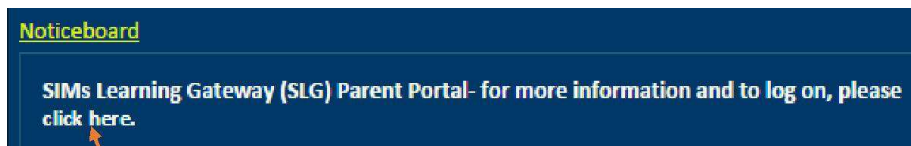
3. **OR** Use the URL manually to access it
<https://hslg11.capita-cso.co.uk/Schools/SHIR/slg>

4. **OR** Go to Parent Info page



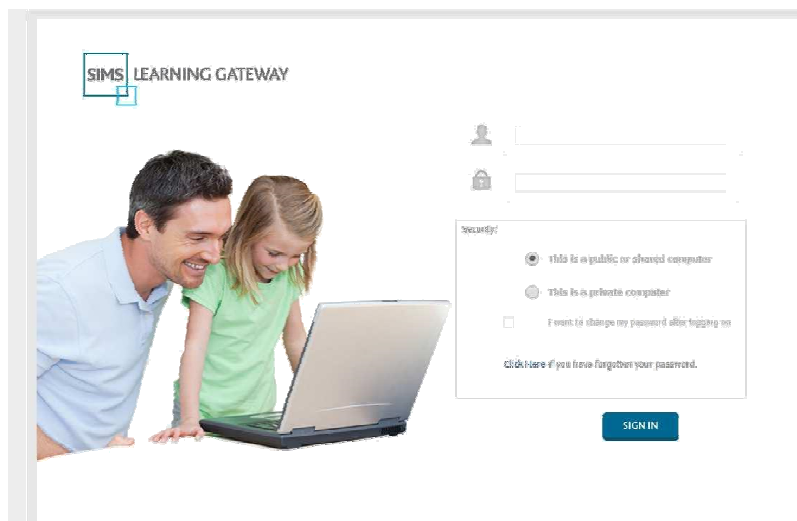
Click here
to go to the
page please

3. On the Notice board, please click on the link for SLG (click here is hyperlink)

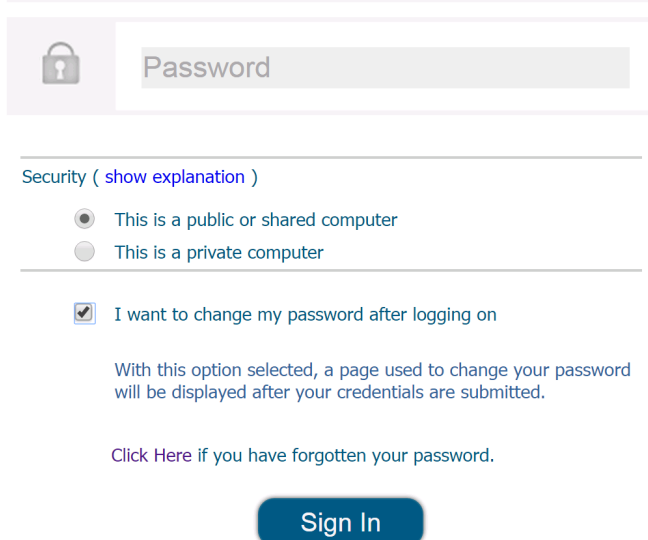


Please click here to go to the
SLG page on the website.

4. Please read the Acceptable Use Policy and go to the bottom of the page to access the log in page for SLG.
5. Click on the link and you will see a page as shown below:



6. Type in your user name and password and check the box for “I want to change my password after logging on”.

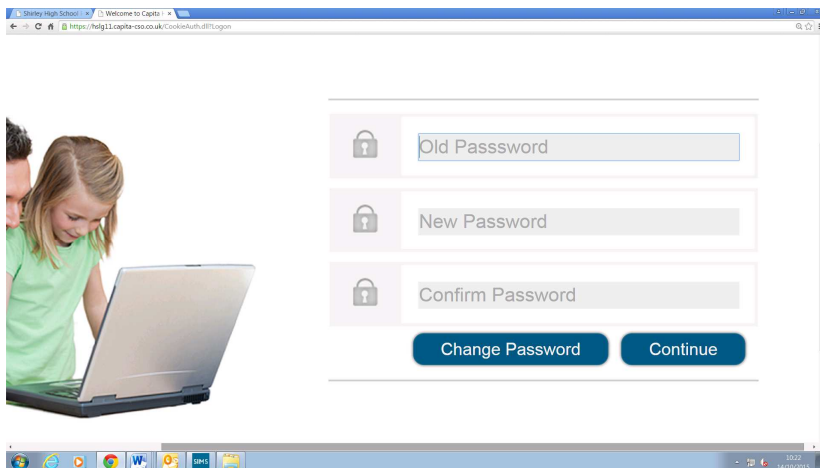


The screenshot shows a login interface. At the top, there is a password field with a lock icon and the text "Password". Below this, there is a section titled "Security (show explanation)". Underneath, there are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that, there is a checked checkbox for "I want to change my password after logging on". A note states: "With this option selected, a page used to change your password will be displayed after your credentials are submitted." Below the note is a link: "Click Here if you have forgotten your password." At the bottom of the form is a blue "Sign In" button.

7. You will then be redirected to the screen below where you will be able to change your password.

Your password must meet the following minimum requirements:

- **Must not contain parts of your name or your username**
- Be at least six character in length
- Must contain one uppercase letter and one number

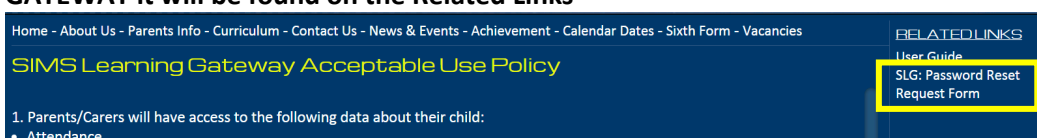


The screenshot shows a web browser window displaying a password change form. On the left, there is a photo of a young girl looking at a laptop. The form has three password fields: "Old Password", "New Password", and "Confirm Password", each with a lock icon. Below the fields are two buttons: "Change Password" and "Continue". The browser's address bar shows the URL "https://hdg11.capita-rss.co.uk/CookieAuth.dll?Login".

8. After doing that, you will be redirected to the SLG home page.

IMPORTANT NOTES

- **Your password will need to be changed every 180 days. You will be prompted to change your password when this condition is met. You cannot reuse your last three passwords.**
- **If you enter the wrong password 5 times, you will be locked out for 30 minutes as a security measure.**
- **If you have forgotten your password or need it reset for any reason please use the reset form found on our website in PARENTS INFORMATION > SIMS LEARNING GATEWAY it will be found on the Related Links**



The screenshot shows the footer of the SIMS Learning Gateway website. It includes a navigation menu with links: "Home - About Us - Parents Info - Curriculum - Contact Us - News & Events - Achievement - Calendar Dates - Sixth Form - Vacancies". Below the menu is the text "SIMS Learning Gateway Acceptable Use Policy". On the right, there is a "RELATED LINKS" section with two links: "User Guide" and "SLG: Password Reset Request Form", which is highlighted with a yellow box. At the bottom left, there is a section titled "1. Parents/Carers will have access to the following data about their child:" with a sub-link "Attendance".