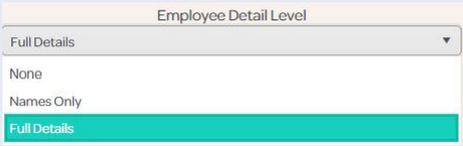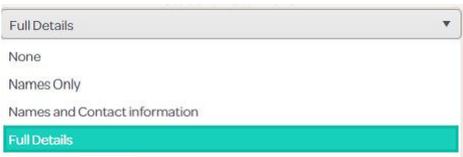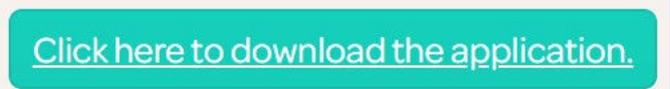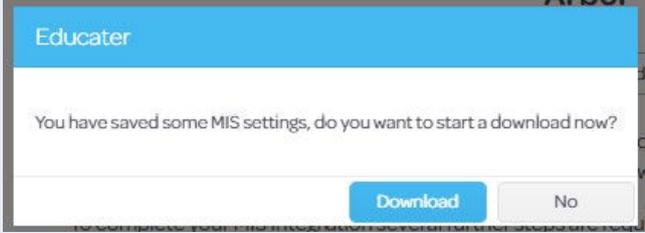# How to... Set up your SIMS.Net Connection.

NOTES: Educater has a connection to Sims.net which is used to keep staff and pupil details up to date. If you are a hosted SIMs, you will require 3rd Party Software called **SIMs Gateway** installing on your server. ***To complete the Configuration Wizard, you will require Administrator or Full Access Role.***

1.	**Completing your Details** Add the following details: **Server Name and Database name** – Located in Sims/Help/System Information **Username and Password**- User account created in SIMs.	
2.	**Employees Detail Level** Select the level of access you wish us to have.	
3.	**Student Detail Level** Select the level of access you wish us to have.	
4.	**Download the Application** Download our MIS Interface Application.	
5.	**Keys** Take note of the Organisation Key and the Upload Key as you will need these to add into the MIS Interface application.	

6.	**Saving Details** Click [Save and Continue] to continue the set up or [Set Up Later]. You will have the option to download once you select Save and Continue.	**Educater** You have saved some MIS settings, do you want to start a download now? [Download] [No]
7.	**Completing your Installation** If you delayed the download, you can come back to the wizard and select Start SIMS Download.	**Request SIMS Download**
8.	**Next Step** Once the download has been completed, return to the Configuration Wizard to complete the setup of your organisation.	Admin Help Configuration Wizard
9.	**Support Available** If you require any support during the process, contact the Support Team via Live Chat, Telephone or Email – support@educater.co.uk.	Need help? Call 0300 012 0001