



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.	Select your MIS from the list bolow and complete each section. SIMS Server Name Database Name Usernama Password
2.	Employees Detail Level Select the level of access you wish us to have.	Employee Detail Level Full Details Vone Names Only Full Details
3.	Student Detail Level Select the level of access you wish us to have.	Full Details None Names Only Names and Contact information Full Details
4.	Download the Application Download our MIS Interface Application.	Click here to download the 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.	When installing the SIMS application, you will need the following information: Organisation Key Upload Key 00000000-0000-0000-0000-00000000000 ySVpJSHPLuSONGwJMAWSDp1cT36cDE4nEMwid5p? 3

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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 – <u>support@educater.co.uk</u> .	Need help? Call 0300 012 0001