

A screenshot of the SIMS Learning Gateway login form. The form has two input fields: a username field containing 'MrFreBloggs' and a password field with masked characters. A red circle highlights both fields. Below the fields is a 'Security:' section with three radio buttons: 'This is a public or shared computer' (selected), 'This is a private computer', and 'I want to change my password after logging on'. There is also a link that says 'Click Here if you have forgotten your password.' and a blue 'SIGN IN' button at the bottom.

Log into the SIMS LEARNING GATEWAY using the **username & password** you were sent. The password only works for the **first login**. You then have to change the password to one of your choice.

The 'link' for the SLG Service is on our website (www.clrchs.co.uk) in the Parents & Students menu. <https://hslg10.capita-cso.co.uk/schools/clhs/SLG>

You will also be prompted to **change your password**.

You must enter the 'single-use' password we provided:

Then your chosen password

Retype your chosen password

Your password **must meet the Complexity requirements**.

If not, the password change will fail, and your 'single-use' password will expire.

Password Settings For Hosted Learning Gateway

Passwords must meet complexity requirements and the following are the minimum requirements:

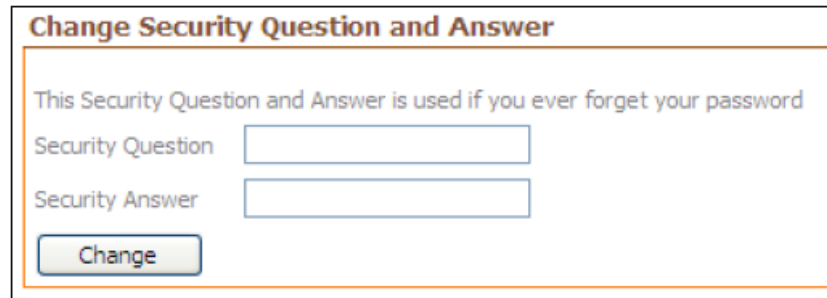
- ~Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- ~Be at least six characters in length
- ~Contain characters **from three of the following four categories**:
- ~English uppercase characters (A through Z)
- ~English lowercase characters (a through z)
- ~Base 10 digits (0 through 9)
- ~Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created and the settings are as follows:

- ~The maximum age a password can be is 180 days.
This means that users are forced to change their password every 180 days.
- ~3 previous passwords are remembered which means that users **cannot use the previous 3 passwords** when they change their password.

You will also be prompted for a **personal security Question/Answer**. This will allow you to make a self-service request for password reset..... BUT, **you must successfully set these details when you first log in.**

Change My Security Question and Answer



The screenshot shows a web form titled "Change Security Question and Answer". Below the title is a sub-header: "This Security Question and Answer is used if you ever forget your password". There are two input fields: "Security Question" and "Security Answer". Below these fields is a "Change" button.

If you forget your password you can have it emailed to you if:

- School knows your email address
- You know your own ID
- You know the answer to the security question you devise and save here.

To go through the 'forgotten password' process, follow the link on the main Login Page

[Click Here](#) if you have forgotten your password.

To view a student's report.....

Cardinal Langley High School Site Collection > Cardinal Langley RC High School

Parents Site

Home Parents

SIMS Learning Gateway

- My Account Page
- School Details Page
- My Children Dashboard

My Children Links

ForeName

Student Dashboard

View Reports

Data Collection Sheet

Parents Site

View Reports

Display: In Category List

▶ Academic Year 2014/2015

▼ Academic Year 2014/2015



Sixth Form Autumn 2014 Report

Once logged into the Sims Learning Gateway

Select "My Children Dashboard"

'Click' on View Reports

'Click' to expand 'Academic Year'

'Click' to open the report itself

The report is a PDF document. It contains a link so that you can send feedback on the report via a captive eMail service.

How to view student reports from a 'parent/carer login'

What problems might you encounter?

Apple devices need you to ACCEPT access, as it is a secure site “HTTPS”

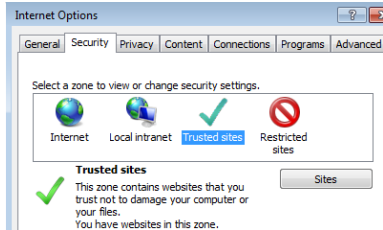
Displayed message: Safari can't verify the identity of <https://hslg10.capita-cso.co.uk> . Would you like to continue anyway?

You need to ACCEPT this to continue.



Windows devices might need you to enter this as a 'trusted site'

Depending on your version of Windows, and your chosen browser; for example Internet Explorer



Can't access the login page? Accepts username/password, but doesn't appear to move on?

This may be a problem if you are accessing at work – some employers set restrictions.

(This has been reported by some people working for Banks or Insurance companies).

The report is published using Adobe PDF ~ your device will require the 'free' Adobe Reader.
PDF readers are freely available for all devices.

If you have mislaid or forgotten your password

...follow the 'forgotten password' process from the link on the Login Page

If you have not saved 'memorable information'

Contact the school / eMail:~ SLG@clrchs.co.uk

If you are having any other difficulty, also contact the school (SLG@clrchs.co.uk)

We will work with you to resolve the problem

(This service is hosted by Capita-Sims, and meets the security requirements as laid down by the ICO – Information Commissioner's Office – password re-issue isn't an instant process.

Requests processed overnight by Capita; we can then only print your new login details to send out the next day.)

To go through the 'forgotten password' process, follow the link on the main Login Page

[Click Here](#) if you have forgotten your password.