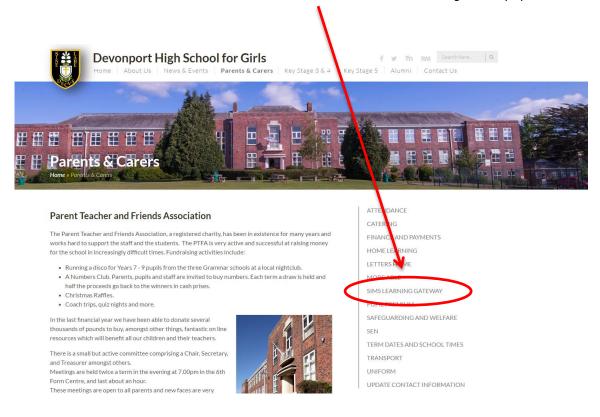


## DEVONPORT HIGH SCHOOL FOR GIRLS

## A SPECIALIST LANGUAGE COLLEGE

Please access the SIMS Learning Gateway via the Devonport High School for Girls website at: www.dhsg.co.uk

Select the" Parent and Carers" section of the website and choose the SIMS Learning Gateway option



Click log in and you will be presented with a box that says authentication required. Enter your username from the letter you received and the password you will have received by email. Please note that the password must be entered **exactly as shown** including any Capital letters and special characters (such as %! \$ etc)

**This is a temporary password** and you will be taken straight to the "Password Update Facility" the first time you log in.





Please pay particular attention to the **DCC Password Policy**, details of which can be found on the password update page, when choosing a password for your Learning Gateway account. Your password **must** meet the policy security

rules. You will be asked to re-enter a suitable password and will be unable to continue until you have chosen a password that complies with the password policy.

## Set up a security question

When you log in for the first time you will see the following message box advising you to set up a security question. We strongly recommend you follow these steps. You must have a security question set up to allow you to reset your password should you need to.



Click the "My Account Page" link on the message box, and fill in your choice of security question and answer. Save the changes before exiting the My Account page.

Once logged in to the Learning Gateway there are a range of things you can access. You will find a number of items/links on the left hand menu of the page.



**Help documents** - Advice and tips on using the Learning Gateway.

My account page - View your details e.g. address and telephone number.\*
Create you security question (Recommended)

**School details page** - view information about the school e.g. contact details.

**My Children Dashboad** - View information about your child/children e.g. attendance, behaviour and progress.

If you have any issues or queries regarding the Learning Gateway please contact the SLG Administrator via the school office on: <a href="mailto:dhsg@dhsg.co.uk">dhsg@dhsg.co.uk</a>.

<sup>\*</sup> If any of your contact details need to be updated please contact the school office. It is essential for administering SIMS Learning Gateway access that we hold a current email address for you.