

# Schools' IT Newsletter

APRIL 2022

## Included in this month's issue:

- [Importing the Herts Catalogue file](#)
- [Course Manager & Post 16 Learning Aims](#)
- [Sims Discover Webinar](#)
- [Requests for O365 Mailboxes](#)

### LA Maintained Schools Renewal Quotes

*Thank you to those schools that have now returned the signed IT Services renewal quote for 2022 – 2023.*

*If you have not yet returned your quote and no notice has been given please note that your services will automatically be renewed as of 1<sup>st</sup> April.*

*If you have any questions/queries around your services please contact us at the email address below.*

[SchoolsITServices@suffolk.gov.uk](mailto:SchoolsITServices@suffolk.gov.uk)








# How to import the Herts Catalogue file into FMS for 2022-2023

Schools and Academies using FMS in the purchasing and procurement process

We have placed the file named **HFS\_SIMS\_2022\_2023.ex** in your miscellaneous anycomms folder, along with a word document named

**2022 Herts\_Stores\_Cat\_Import**

to give guidance on importing the files into your FMS





## Course Manager and Post 16 Learning Aims – ESS online course for Suffolk Schools and Academies only



### Course overview

This course explores how the Course Manager functionality of SIMS links areas such as Nova-T, academic management, and Examinations Organiser, including procedures for supporting the maintenance of post-16 learning aims to ensure the appropriate funding for the school.

### Benefits of attending

To learn how SIMS Course Manager functionality links with other areas of SIMS to support maintenance of Post 16 Learning Aims.

### What you will learn

- understand when a course is created
- understand the relationship between Course Manager and other areas of SIMS
- manage the student memberships of courses
- understand the link between examination awards and courses of study
- import and assign QWS QAN codes
- manage the post-16 learning aims processes.

This course is an online course, which will run across 2 sessions on the 14<sup>th</sup> and 19<sup>th</sup> July 2022 from 09:30-12:00.

We are offering this course for £125 per delegate

### Who is it for?

Academic administrators, exam officers and staff responsible for the Post 16 Learning Aims return. Basic knowledge of SIMS and census would be ideal.

If you are unable to attend the dates we have secured above for Suffolk schools and academies, this course is also available directly from ESS via the following link;

Please apply for course via CPD online. Where it asks for Event Code type in SCIT/P16 22

Due to limited spaces, we advise that you book your space early to avoid disappointment.

Please note - This content will not be covered during the free Suffolk County Council census training, so we advise all schools and academies with post-16 learning aims consider attending this training

[Course Manager and Post-16 Learning Aims | ESS SIMS \(ess-sims.co.uk\)](https://ess-sims.co.uk)

If you have any further questions regarding the course, please contact Catherine Hudson on the email below.

[Catherine.hudson@suffolk.gov.uk](mailto:Catherine.hudson@suffolk.gov.uk)



# SIMS Discover Webinar

The SIMS logo consists of the letters "SIMS" in a bold, black, sans-serif font, centered within a white square that has a thin black border.

Thank you to those who took the time to attend the SIMS Discover webinar on Tuesday 22<sup>nd</sup> March. Please find attached the slides and handout from the session.



Discover Webinar  
SUFFOLK 22\_03\_22 (1



QRSDiscoverUsingTh  
eWorkspace.pdf

If you were unable to watch and would like to view the recording it can be found at

<https://attendee.gotowebinar.com/recording/4776676956142121474>

Please note you will need to register to view the recording

Once viewed, if you'd like Discover added to your SIMS.net please log a call via the IT Service Desk on 01473 265555 or email [itservicedesk@suffolk.gov.uk](mailto:itservicedesk@suffolk.gov.uk)



## REQUESTS FOR SCHOOLS' OFFICE 365 MAILBOXES/DELETIONS & PASSWORD RESETS

The online request forms have now been in use for some time and this has worked well in speeding up the creation of new mailboxes. However, following a cyber security review of the forms on the SCC Website we are having to change the system until a new CMS for the site has been introduced later this year. There will be a link on our website, which will lead to a document to be completed and submitted to our Schools' IT Services mailbox – [schoolsITservices@suffolk.gov.uk](mailto:schoolsITservices@suffolk.gov.uk)

This also applies to password resets, however in the first instance it is expected that staff members will have created a Password Manager account to be able to reset their own passwords, avoiding any delays. In previous communications we asked for payroll numbers for all new starters irrespective of where the payroll services are purchased. Now we are also asking for the date of birth, this is a requirement as a unique identifier for the staff member so that security checks can be undertaken for any member of staff requesting a password reset.

If a staff member calls the Service Desk for a password reset and they are unable to provide the UIDs, the Service Desk will not be able to carry out a reset. In these cases, we will need confirmation from the Headteacher regarding the person's identity by means of a telephone call on 01473 265555 or an email to [ITServiceDesk@suffolk.gov.uk](mailto:ITServiceDesk@suffolk.gov.uk). This system is designed to ensure that only an authorised person has access to a school's mail account managed by SCC.

You can find more details about identity and access management in the National Cyber Security Centre's '10 Steps to Cyber Security' -Identity and access management -NCSC.GOV.UK

Similarly there will be a link to a document for mail account deletion requests.

Please ensure that you provide all information requested otherwise this will delay the process.

# HOW TO CONTACT US!

You should continue to raise all standard incidents and service requests via the IT Service Desk on 01473 265555 or via [itservicedesk@suffolk.gov.uk](mailto:itservicedesk@suffolk.gov.uk), our offices are open 08:30-17:00, Monday-Friday.

We have set up a mailbox for non-standard queries, e.g. enquiring about a new service, please email us at [Schoolsitservices@suffolk.gov.uk](mailto:Schoolsitservices@suffolk.gov.uk)

