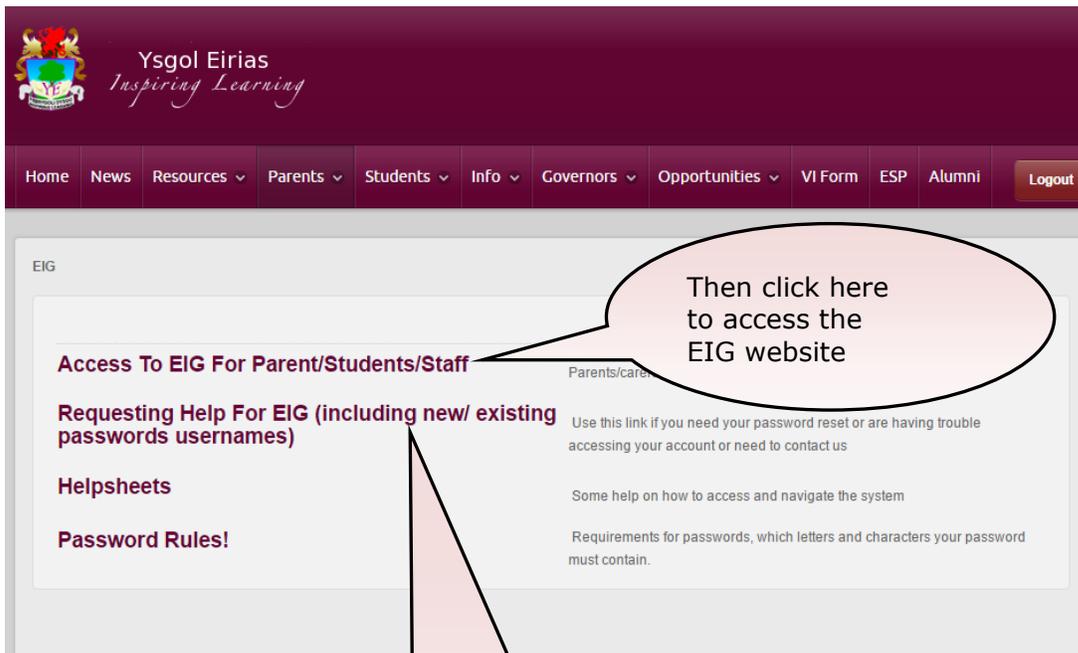


# Eirias Information Gateway (EIG) Help Sheet - May 2017

Using a web browser (such as Windows® Internet Explorer, Google Chrome or Firefox), find the school website [www.eirias.co.uk/cymru/](http://www.eirias.co.uk/cymru/)



# Eirias Information Gateway (EIG) Help Sheet - May 2017

**SIMS LEARNING GATEWAY**

Your username should be entered in the top box, and your password in the bottom box. Then click 'Sign in'

Security:

- This is a public or shared computer
- This is a private computer
- I want to change my password after logging on

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

**SIGN IN**

**SIMS LEARNING GATEWAY**

You may be asked to change your password, enter the old one here OR the temp password we have emailed you

Your password has expired and must be changed. Please change your password now. Your new password must meet the complexity requirements which can be found by [Clicking Here](#).

Old password:

New password:

Confirm new password:

[Change Password](#)

Password rules can be found here – or see below

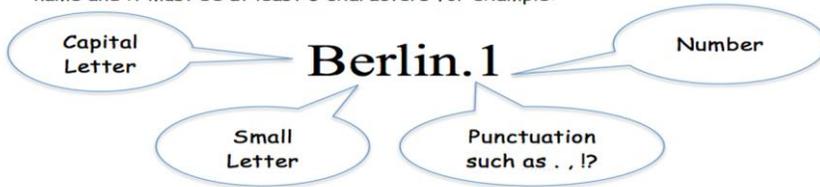
When entered, click here

# Eirias Information Gateway (EIG) Help Sheet - May 2017

## Password Rules

### Password rules

There are strict rules for passwords. Remember you are not allowed to use your own name and it must be at least 6 characters for example:



Passwords need to change every 6 months, but please make a note of yours to ensure trouble free entry next time you visit. Thanks.

For Students:

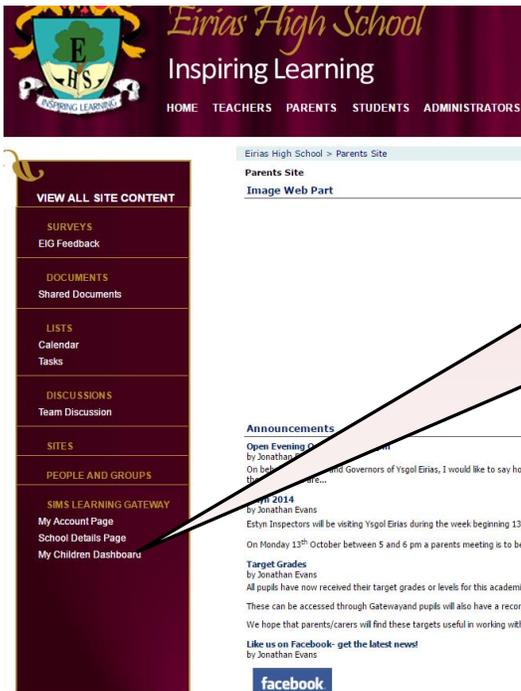
The screenshot shows the Eirias High School website header with the school crest and logo. Below the header is a navigation menu with categories: VIEW ALL SITE CONTENT, DOCUMENTS, LISTS, DISCUSSIONS, SITES, PEOPLE AND GROUPS, and SIMS LEARNING GATEWAY. Under SIMS LEARNING GATEWAY, the 'My Summary Page' link is highlighted with a red arrow. To the right, a 'My Planner' section shows a calendar for May 2017.

Students:

Click My Summary Page here to see your personal information –attendance, timetable, behaviour and reports. Please note that Parents link is called 'My Children's Dashboard'

# Eirias Information Gateway (EIG) Help Sheet - May 2017

For Parents



Parents:

Click My Children's Dashboard to see -attendance, timetable, behaviour and reports.

**For Reports:** When you click to view reports, the screen below will appear. Please click on the date line and all available reports will drop down for selection.



Click here to view available reports.