

## Setting Up SIMs Options Online

Below are some step-by-step instructions for you to use to setup your SIMs Options Online for the first time. It starts from step 2 as step 1 is just to log in to your school email account. This is done through Office 365 and uses your existing login details that you have used for Beehive and the school network.

Some users of Apple devices that use Safari have reported issues. If this is the case then please try Google Chrome or Microsoft Edge.

After you have registered, you can log in again by going to [www.sims-options.co.uk](http://www.sims-options.co.uk). Just click the Microsoft logo and enter your login details if requested.

If you are having problems with the process, then please email us at [MARoptions@martinhigh.org.uk](mailto:MARoptions@martinhigh.org.uk). We will then assist you in getting logged in and completing your options as soon as possible.

### 2. Accept the Invitation

You will receive an email to your school email address from [noreply@sims.co.uk](mailto:noreply@sims.co.uk)

Click on the 'Accept Invitation' button.

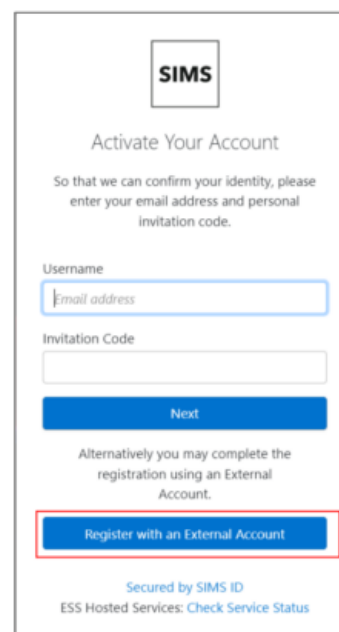
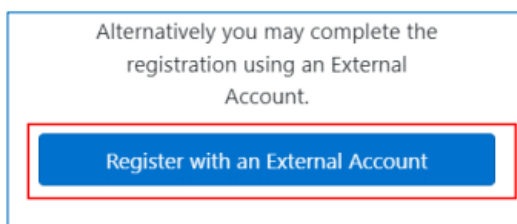


A SIMS Registration webpage will open in a new window.

### 3. Activate your Account

You **only** need to Click on 'Register with an External Account'

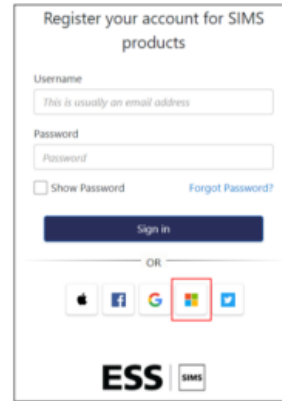
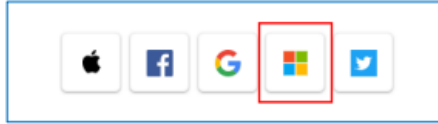
Leave all other fields blank.



**4. Register your account for SIMS products** - Do not worry if this step does not appear – it is not always necessary.

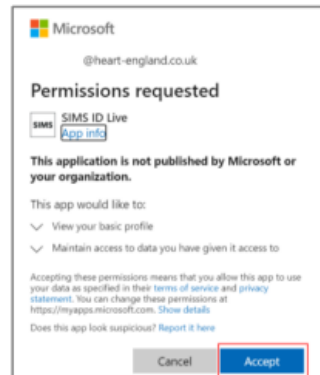
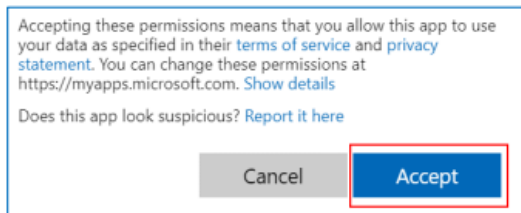
If this step does **not** appear, just move on to **step 5**.

If this step **does** appear, **only** Click on the 'Windows' button  
Leave all other fields blank



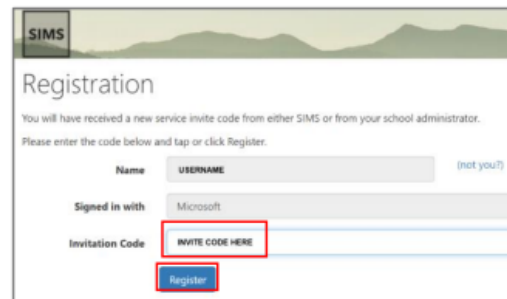
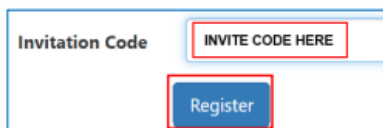
**5. Permissions requested**

Click the 'Accept' button



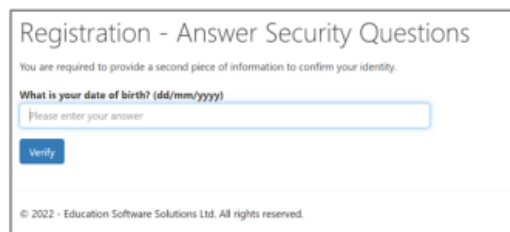
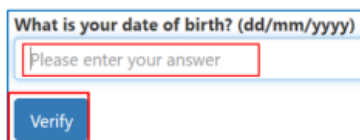
**6. SIMS Registration**

Enter the Invitation Code given in your email in step 2.  
Click on the 'Register' button



**7. Registration – Answer Security Questions**

Type in your date of birth e.g. 05/03/2008  
Click on the 'Verify' button



**You will now see the SIMS Options screen, ready for you to enter your subject choices**