# 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 <u>www.sims-options.co.uk</u>. 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 <u>MARoptions@martinhigh.org.uk</u>. 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

Click on the 'Accept Invitation' button.

| Simply accept this invitation and registe | er within 90 days. |
|---|--------------------|
|   | Accept Invitation  |

| Simply accept this invitation and register within 90 days.                              |   |
|---|---|
| Accept Invitation   |   |
| If the bullion above doesn't work, copy and paste the following link into your browser. |   |
| https://registration.sims.co.uk   |   |
| Should you need to order it, your personal invite code is: CODE HERE                    |   |
|   | - |
| Sant on bahall of,  |   |
| Heart Of England School   |   |

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.



| SIMS  |  |  |
|---|--|--|
| Activate Your Account   |  |  |
| So that we can confirm your identity, please<br>enter your email address and personal<br>invitation code. |  |  |
| Username  |  |  |
| Email address   |  |  |
| Invitation Code   |  |  |
|   |  |  |
| Next  |  |  |
| Alternatively you may complete the<br>registration using an External<br>Account.                          |  |  |
| Register with an External Account   |  |  |
| Secured by SIMS ID<br>ESS Hosted Services: Check Service Status   |  |  |

| 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** <u>Click on the 'Windows' button</u> Leave all other fields blank



| Re    | gister your account for SIMS products |
|-------|---------------------------------------|
| User  | name                                  |
| Th    | is is usually an email address        |
| Passi | word                                  |
| Pa    | isword                                |
| 5     | how Password Forgot Password          |
|       | Sign in<br>OR                         |
|       |                                       |

Microsoft

### 5. Permissions requested

| Click the 'Accept' button  | @heart-england.co.uk      Permissions requested      SIMS ID Live   |  |
|--|---|--|
| Accepting these permissions means that you allow this app to use<br>your data as specified in their terms of service and privacy<br>statement. You can change these permissions at<br>https://myapps.microsoft.com. Show details | This application is not published by Microsoft or<br>your organization.   |  |
| Does this app look suspicious? Report it here Cancel Accept  | View your basic profile     Maintain access to data you have given it access to     Accepting these permissions means that you allow this app to use     por data as specified in their terms of aminor and privacy     these/means including and the interms of aminor and privacy     these/means including and their terms of aminor |  |
|  | Does this app look suspicious? Report it here Cancel Accept   |  |

## 6. SIMS Registration

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

| Invitation couc |  |
|-----------------|--|
|                 | The Part of the Pa |

| Registration                  |  |                              |
|-------------------------------|--|------------------------------|
| ou will have received a new s | ervice invite code from either SIMS or fro | m your school administrator. |
| fease enter the code below a  | nd tap or click Register.                  |                              |
| Name                          | USERNAME                                   | (not you?)                   |
| Signed in with                | Microsoft                                  |                              |
|                               |  |                              |

## 7. Registration – Answer Security Questions

| ype in your date of birth e.g. 05/03/2008<br>lick on the 'Verify' button | Registration - Answer Security Questions<br>You are required to provide a second piece of information to confirm your identity. |  |
|--|---|--|
|  | What is your date of birth? (dd/mm/yyyy)  |  |
| What is your date of birth? (dd/mm/yyyy)                                 | Please enter your answer  |  |
| Please enter your answer   | Venity  |  |
| Verify   | © 2022 - Education Software Solutions Ltd. All rights reserved.   |  |

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