## How to log into SIMS Options Online

**1.** Access your student gmail account – at school, or from home via the school's RM launch pad)



Accept the invitation – an email will have been received from <u>noreply@sims.co.uk</u>
 Click on the '<u>Accept Invitation</u>' button (a SIMS registration webpage will open in a new window)

| nvitation and register within 90 days. Accept Invitation foesn't work, copy and paste the following link into your browser. ms.co.uk |
|--|
| Accept Invitation<br>Joesn't work, copy and paste the following link into your browser.<br>ms.co.uk                                  |
| loesn't work, copy and paste the following link into your browser.   |
| ims.co.uk  |
|  |
| enter it, your personal invite code is: CODE HERE  |
|  |
|  |
| Simply accept this invitation and register within 90 days.   |
|  |
| Simply accept this invitation and register within 9  |
|  |

 Activate your account – you only need to click on '<u>Register with an External Account</u>' - 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 registration using an External | Alternatively you may complete the registration using an External Account.                                |
| Account.  | Register with an External 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 |
|----|---|
|    | - If this step does <b>not</b> appear, just move onto <b>Step 5</b>                 |

- If this step **does** appear, only click on the 'Google' button (leave all other fields blank)

|           | Register your account for SIMS<br>products             |    |
|-----------|--|----|
|           | Username   |    |
|           | This is usually an email address                       |    |
|           | Password   | _  |
|           | Password   |    |
|           | Show Password Forgot Passwor                           | d? |
|           | Sign in  |    |
|           | OR   |    |
|           | • 🖬 G 📰 💟  |    |
| 🗯 🖪 G 📲 💟 | ESS: Check Service Status<br>ess: Check Service Status |    |

5. Sign into your Google account - your email account is likely to be shown and can be selected



6. SIMS registration - enter the personal invite code given in your email from Step 2 - Click on the 'Register' button

|                                  | SIMS                            |  |            |
|----------------------------------|---------------------------------|--|------------|
|                                  | Registration                    |  |            |
|                                  | You will have received a new se | ervice invite code from either SIMS or from your school admi | nistrator. |
|                                  | Please enter the code below a   | nd tap or click Register.                                    |            |
|                                  | Name                            | USERNAME   | (not you?) |
| Invitation Code INVITE CODE HERE | Signed in with                  | Microsoft  |            |
|                                  | Invitation Code                 | INVITE CODE HERE   |            |
| Register                         |                                 | Register   |            |

- 7. Registration answer security questions
  - Type in your date of birth (e.g., 05/03/2024) & click 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 hirth? (dd/mm/yoyoy) | What is your date of birth? (dd/mm/yyyy)           Please enter your answer   |
| Please enter your answer                  | Verify  |
| 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.