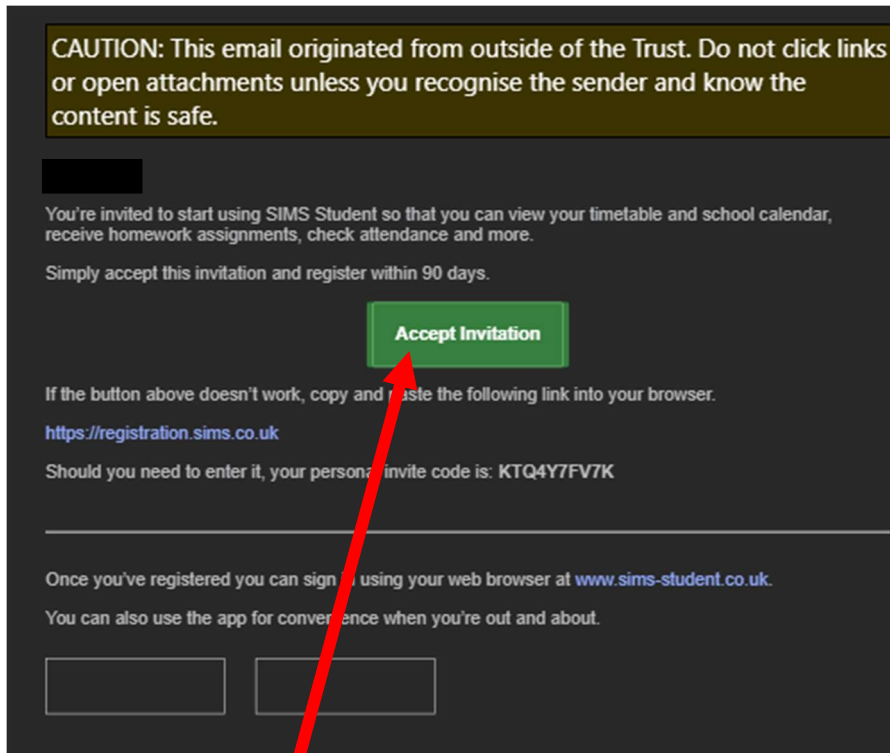


## Registering for SIMS Student

1. You will receive an e-mail from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) like the example below:



2. Click on the 'Accept Invitation' button, your internet browser will open and take you this screen:

A screenshot of the SIMS Student registration page. At the top is the SIMS logo. Below it is the heading "Activate Your Account". The text says: "So that we can confirm your identity, please enter your email address and personal invitation code." There are two input fields: "Username" with a placeholder "Email address" and "Invitation Code" with the value "KTQ4Y7FV7K". Below these is a blue button labeled "Next". Further down, it says: "Alternatively you may complete the registration using an External Account." Below this is another blue button labeled "Register with an External Account", which is highlighted with a red arrow. At the bottom, it says: "Secured by SIMS ID" and "ESS Hosted Services: [Check Service Status](#)".

3. On this screen click 'Register with an External Account'.

— — —

Username

*This is usually an email address*

Password

Password

☐ Show Password

[Forgot Password?](#)

Sign in

OR



**ESS** | **SIMS**

## ESS: Check Service Status

 Secured by SIMS ID

4. On this screen click the Microsoft logo. Then you will be able to sign in with your school email (e.g. [P123987@prioryacademies.co.uk](mailto:P123987@prioryacademies.co.uk)) and password. You will then see a screen like below:



## Registration

You will have received a new service invite code from either SIMS or from your school administrator.

Please enter the code below and tap or click Register.

Name

(not you?)

Signed in with

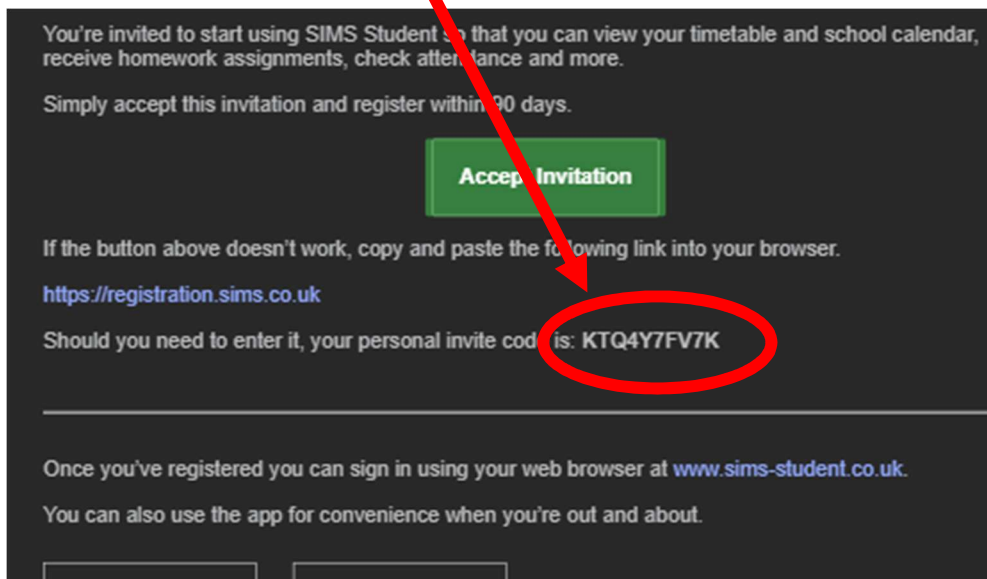
Microsoft

**Invitation Code**

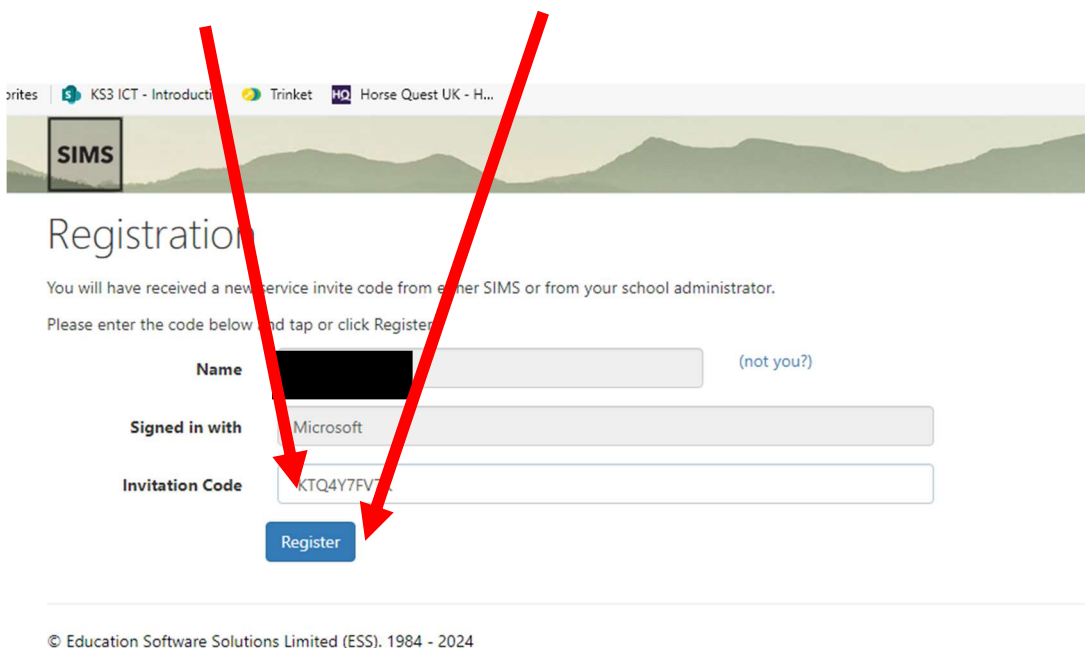
Please enter your Invite code

[Register](#)

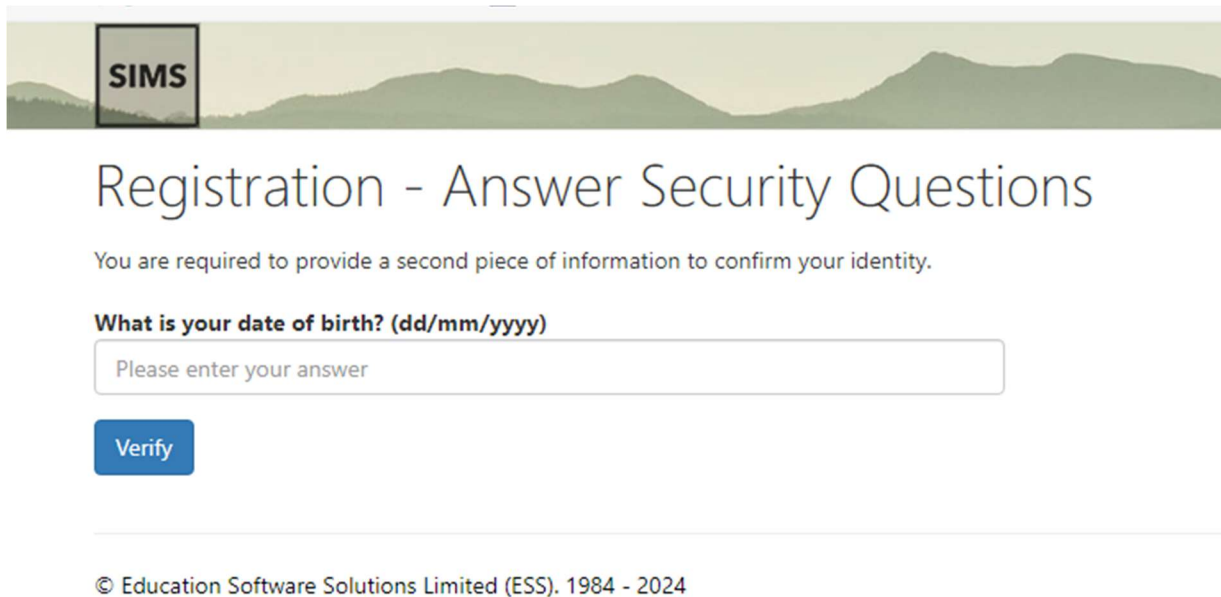
5. Go back to your email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) where you previously clicked 'Accept Invitation' and copy the 'invite code':



6. Go back to the 'Registration screen' in your internet browser and paste the code where it says 'Invitation Code' and then click 'Register'.



7. You will then be asked your date of birth. You must enter it in this format: DD/MM/YYYY. That includes the forward slashes (/). For example, if you were born on 21<sup>st</sup> June 2011 you would enter: 21/07/2011



**SIMS**

## Registration - Answer Security Questions

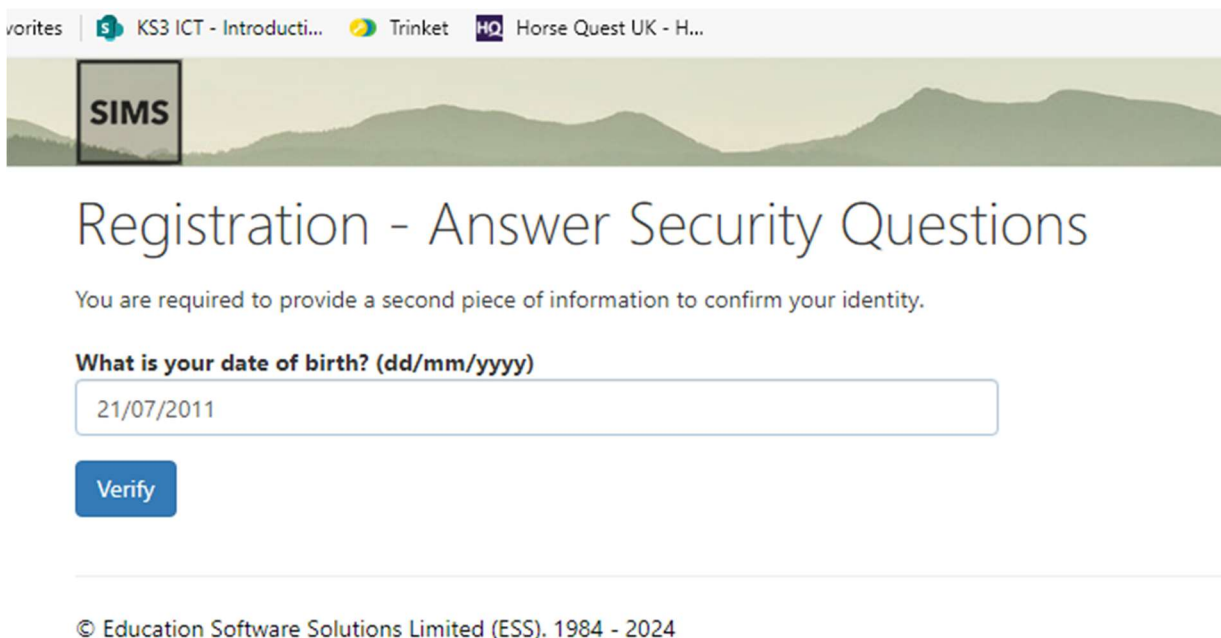
You are required to provide a second piece of information to confirm your identity.

**What is your date of birth? (dd/mm/yyyy)**

**Verify**

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8. Below shows the date of birth entered correctly:



**SIMS**

## Registration - Answer Security Questions

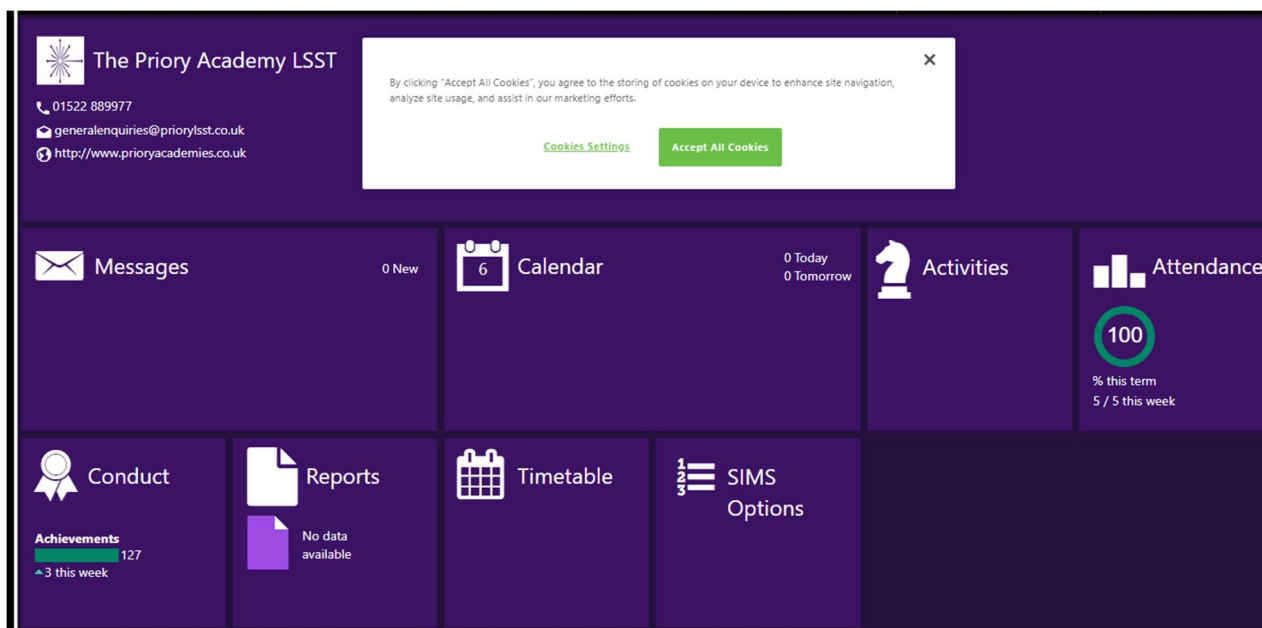
You are required to provide a second piece of information to confirm your identity.

**What is your date of birth? (dd/mm/yyyy)**

**Verify**

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9. You may then see a page that says it is verifying your account with a green bar, if you do, just give this time to run through.



10. If you see the screen above then you have managed to successfully register! Going forward you will be able to sign in to SIMs Student by:
  - a. Going [www.sims-student.co.uk](http://www.sims-student.co.uk) or through the SIMs Student App if you wish to download it.
  - b. Then click 'Sign in with Office 365' or the Microsoft logo,
  - c. Then sign in with your school email and password.
11. Please be aware sometimes some of the functions such as SIMs Options may not appear until the next day as much of the information syncs overnight.