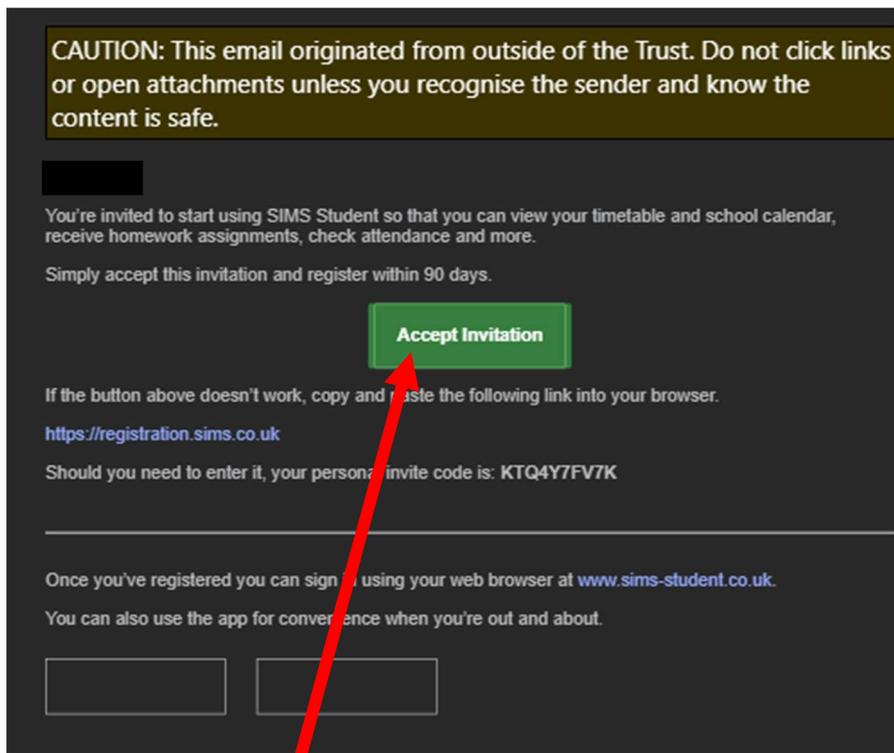


## Registering for SIMS Student

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:

The screenshot shows the SIMS logo at the top, followed by the heading "Activate Your Account". Below this, a message 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". A blue "Next" button is positioned below the second field. Below the "Next" button, text reads: "Alternatively you may complete the registration using an External Account." A blue button labeled "Register with an External Account" is highlighted with a red arrow. At the bottom, there is a note: "Secured by SIMS ID" and a link: "ESS Hosted Services: [Check Service Status](#)".

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

## products

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@poryacademies.co.uk](mailto:P123987@poryacademies.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

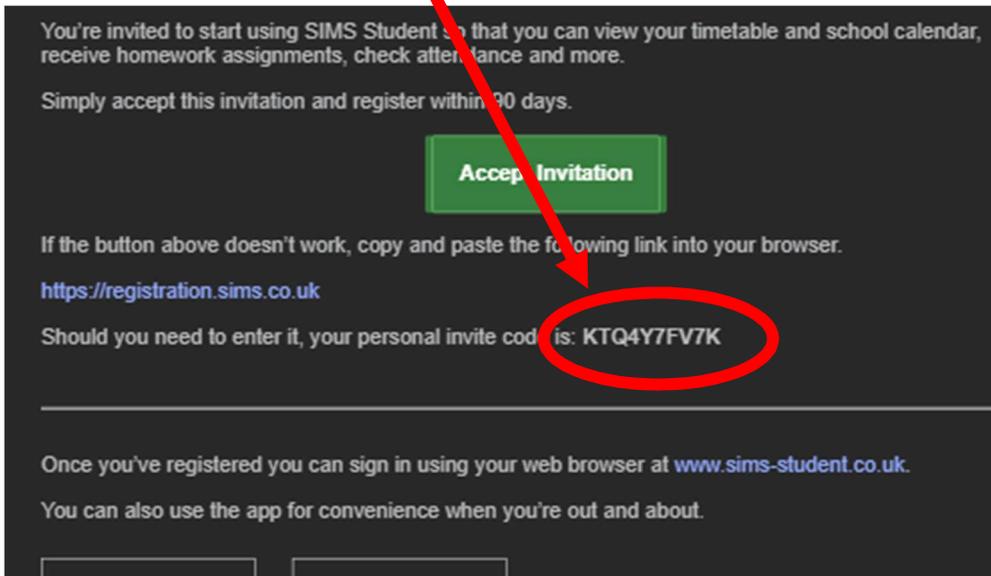
Microsoft

Invitation Code

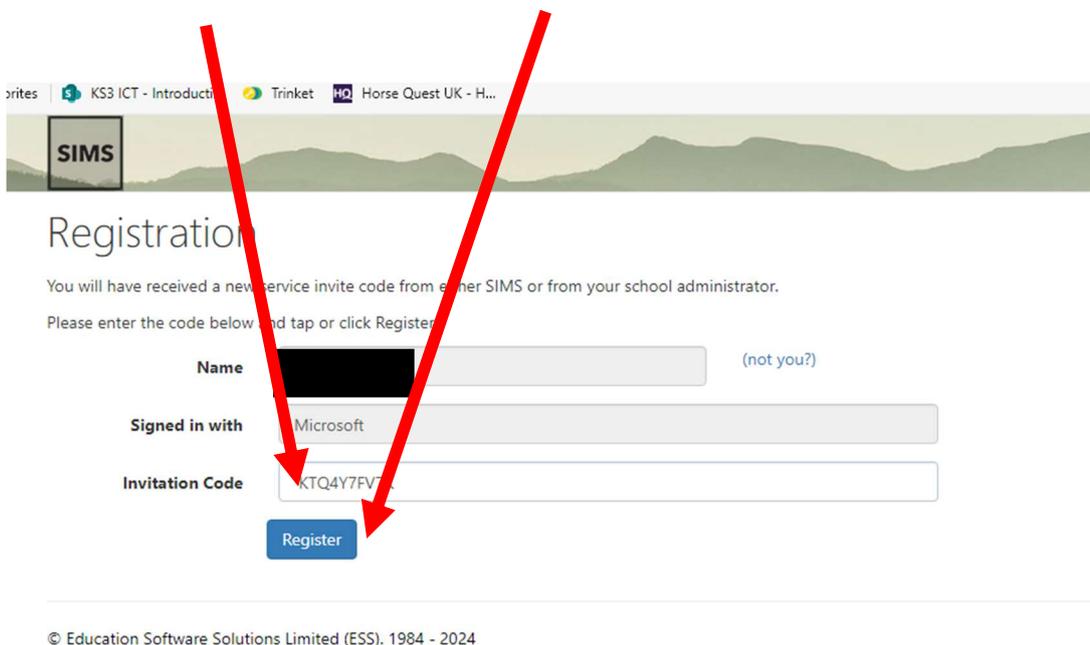
Please enter your Invite code

Register

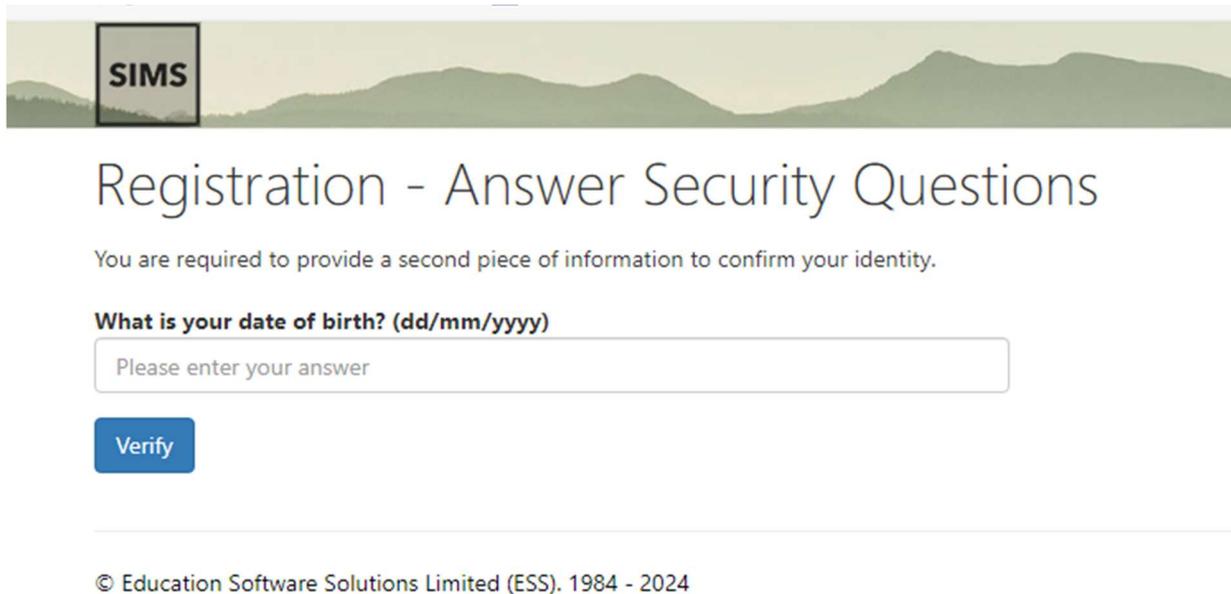
5. Go back to your email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) where you previously clicked 'Accept Invitation' and copy the 'invite code':



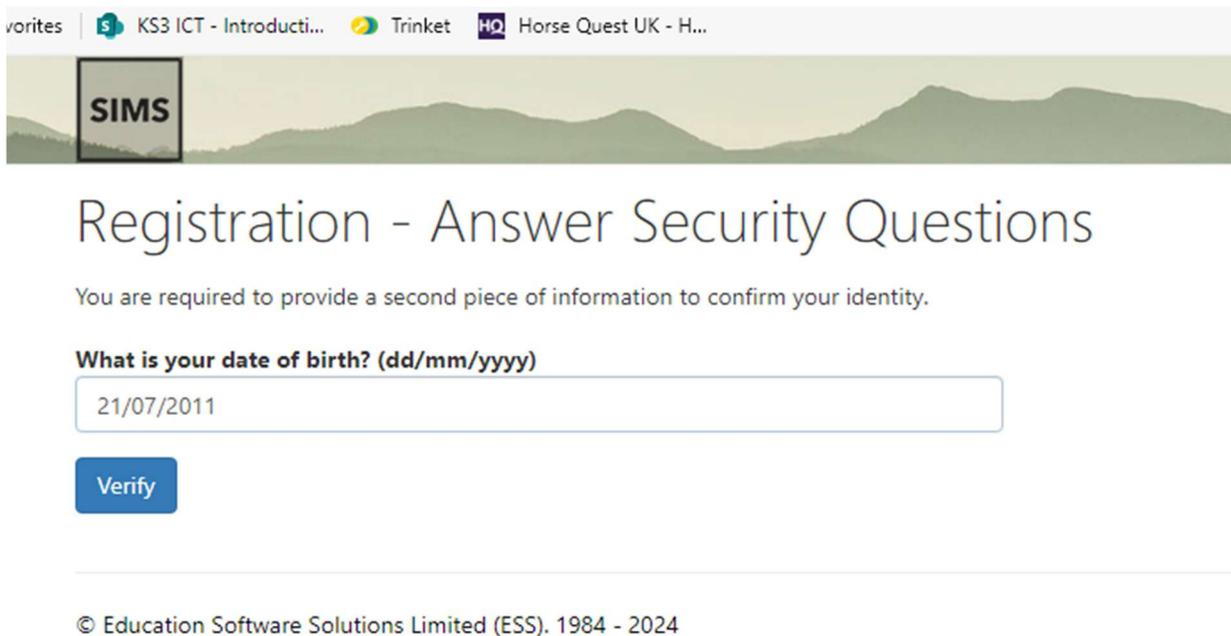
6. Go back to the 'Registration screen' in your internet browser and paste the code where it says 'Invitation Code' and then click 'Register'.



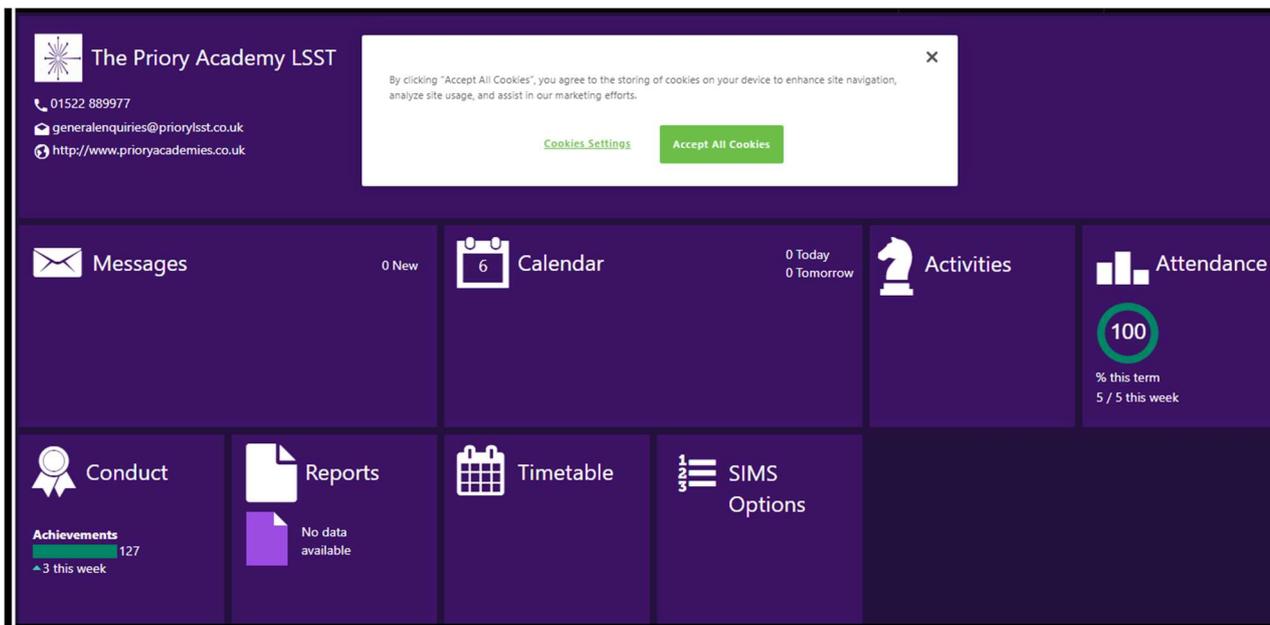
- You will then be asked your date of birth. You must enter it in this format: DD/MM/YYYY. That includes the forward slashes (/). For example, if you were born on 21<sup>st</sup> June 2011 you would enter: 21/07/2011



- Below shows the date of birth entered correctly:



- 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.