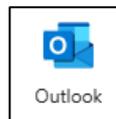# SIMS Options Online Student Setup Guide

Steps 1-2 below, only need to be completed once.

Step 1 – Activating your account
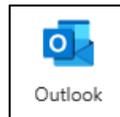
Log on to your school email – www.office.com

You will need to access your emails through **Outlook**.

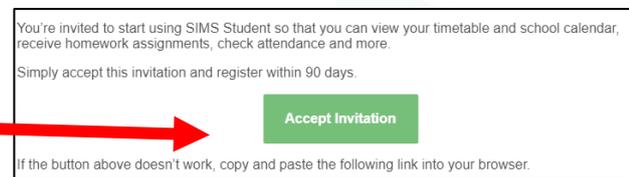If the icon is not visible on your home page, click on the 9 dots in the top left corner.

Then click on the **Outlook** icon.

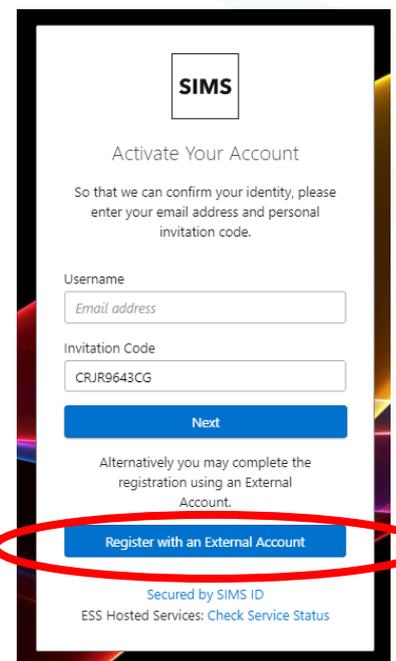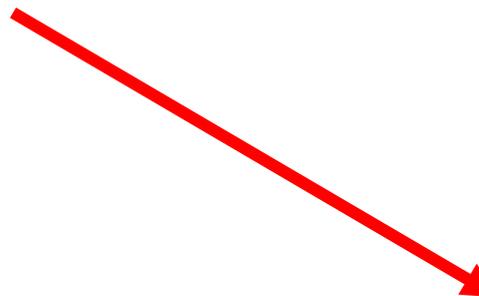You should have received an invitation from '**noreply@sims.co.uk**'

> N **noreply@sims.co.uk** 19:32
> (No subject)
> **CAUTION: This email originate...

Click on the message and then click on **Accept Invitation**

> You're invited to start using SIMS Student so that you can view your timetable and school calendar, receive homework assignments, check attendance and more.
>
> Simply accept this invitation and register within 90 days.
>
> **Accept Invitation**
>
> If the button above doesn't work, copy and paste the following link into your browser.

Step 2 – Setting Up Your Account

Make sure you click "**Register with an External Account**" which is the bottom blue box, (**DO NOT** enter your email address and click Next)

> **SIMS**
>
> Activate Your Account
>
> So that we can confirm your identity, please enter your email address and personal invitation code.
>
> Username
> [Email address]
>
> Invitation Code
> [CRJR9643CG]
>
> **Next**
>
> Alternatively you may complete the registration using an External Account.
>
> **Register with an External Account**
>
> Secured by SIMS ID
> ESS Hosted Services: Check Service Status

Wootton Upper School

Part of Wootton Academy Trust

Click on the Microsoft icon

Sign in

OR

You will then need to copy and paste the **Invitation Code** from the email into this box

Hi

Simply accept this invitation and register within 90 days.

Accept Invitation

If the button above does not work, copy and paste the following link into your browser.

https://registration.sims.co.uk

Should you need to enter it, your personal invite code is: **XTBYPYM2**.

Registration

You will have received a new service invite code from either SIMS or from
Please enter the code below and tap or click Register.

Name	(not you?)
Signed in with	Microsoft
Invitation Code	Q6TK6T9KXW
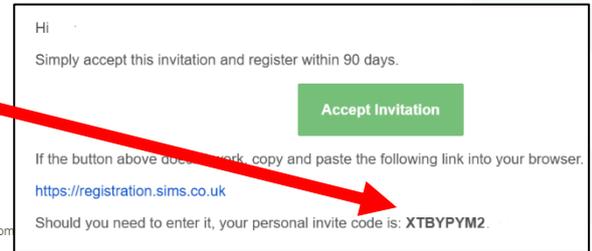
Register

You will then be asked to confirm your date of birth.

Then click on **Verify**

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)

Please enter your answer

Verify

You will then be taken to a screen where you can log in.

DO NOT enter a username and password, instead **click on the Microsoft logo** and it should sign you in using your school details.
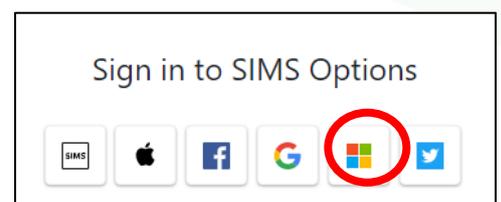
Email address: username@wootton.beds.sch.uk)

Password is the same as you use in school

You will then be taken to the option screen.

Register your account for SIMS 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
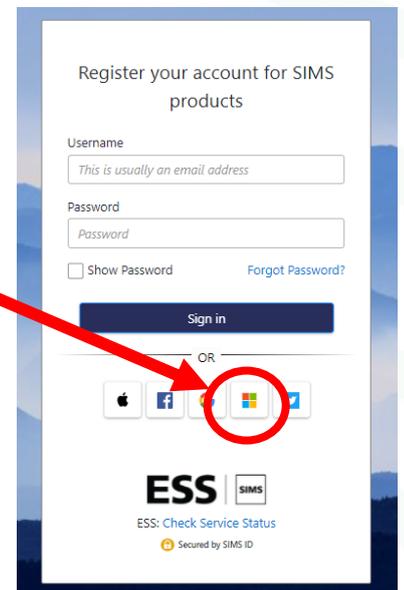
Please note, you only need to 'accept the invitation' once for the process to work.

For subsequent logins, simply go to the website www.sims-options.co.uk and click on the Microsoft icon each time.

Sign in to SIMS Options

Step 3 – Selecting your main options.

Click on one subject in each Option block.

As you select your choices, these will appear in your **Priority** Choices box on the right-hand side.
This order will be used as the priority for subjects.

To change the priority order:

Click on the subject you wish to reorder (e.g. Business).

Then click on the place priority position you would like this subject. The list will then reorder itself.

Step 4 – Selecting Reserve subjects.

This is done in the same way as the main choices but make sure that you click on the **Reserve** button next to the subject.

Again, please make sure that these are in priority order that you are happy with.

When you are satisfied with your subjects, please click in the top left corner.

Possible issues

If this appears, it means that you have chosen too many subjects in one block.

To resolve it, just unclick the duplicate subject and select it in a different block.

Step 5 – Amending your choices

This stage is only necessary if you need to return to your choices at a later date and make changes before the deadline.

Go to www.sims-options.co.uk

Select **Sign in with Microsoft**

You will then be asked to enter your school email address which is in the format: username@wootton.beds.sch.uk

Where to get assistance

If you have any issues, please email options@wootton.beds.sch.uk