A guide for student access to Options-Online

Students will receive the following e-mail from 'noreply@sims.co.uk'. This e-mail will go to their Ellesmere College address:

To access Options-Online, you will first have to register. To do this you need to click on the 'Accept Invitation' button within the e-mail.

You will now be asked which account you would like to use to register. Firstly choose '**Register with an external account'.**

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

Next

Alternatively you may complete the registration using an External

Register with an External Account

Now click on the '**Microsoft'** symbol – highlighted below:

Register your account for SIMS products

Username

This is usually an email address

Password

Password

☐ Show Password   Forgot Password?

Sign in

OR

🍎 f G ⊞ 🐦

ESS | SIMS

ESS: Check Service Status

🔒 Secured by SIMS ID

You will now be taken to the registration page. All the fields should be automatically filled in so you should just click on the 'Register' button. If there is no invitation code shown, copy and paste it from the e-mail that was sent to you by noreply@sims.co.uk and then click on 'Register'.

Registration

You will have received a new service invite code from either Capita 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		

Register

Now enter your date of birth in the format requested and then click on 'Verify'

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)

Please enter your answer

Verify

Your account will now be verified and you will be logged into the Options Online web site which will look something like the following:

You will now be able to see your Option choices. Please read the instructions on the Options-Online page and make your choices as you wish.

Once registered, you can revisit this page as often as you like by going to:

https://www.sims-options.co.uk/

And then selecting the Microsoft option again and inputting your username (your e-mail address) and password.