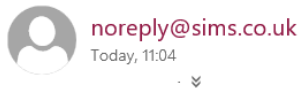


A guide for student access to Options-Online

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



Hi

Simply accept this invitation and register within 90 days.

[Accept Invitation](#)

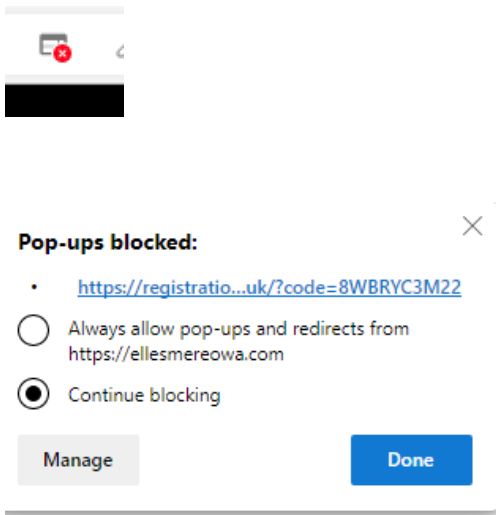
If the button above doesn't work, copy and paste the following link into your browser.

<https://id.sims.co.uk/registration/home/soscode>

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

Sent on behalf of,
Ellesmere College

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. Depending on the web browser you use, you may get a 'pop up blocked' error message such as the one below (you must click on the error message in the web browser to see it).



Allow the pop up and click 'Done'. Now click on 'Accept Invitation' again from within the e-mail. You will then be asked to activate your account. Please click on '**Register with an External Account**' as shown below. **You need to copy the registration code from the e-mail above.**

SIMS

Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Invitation Code

Next

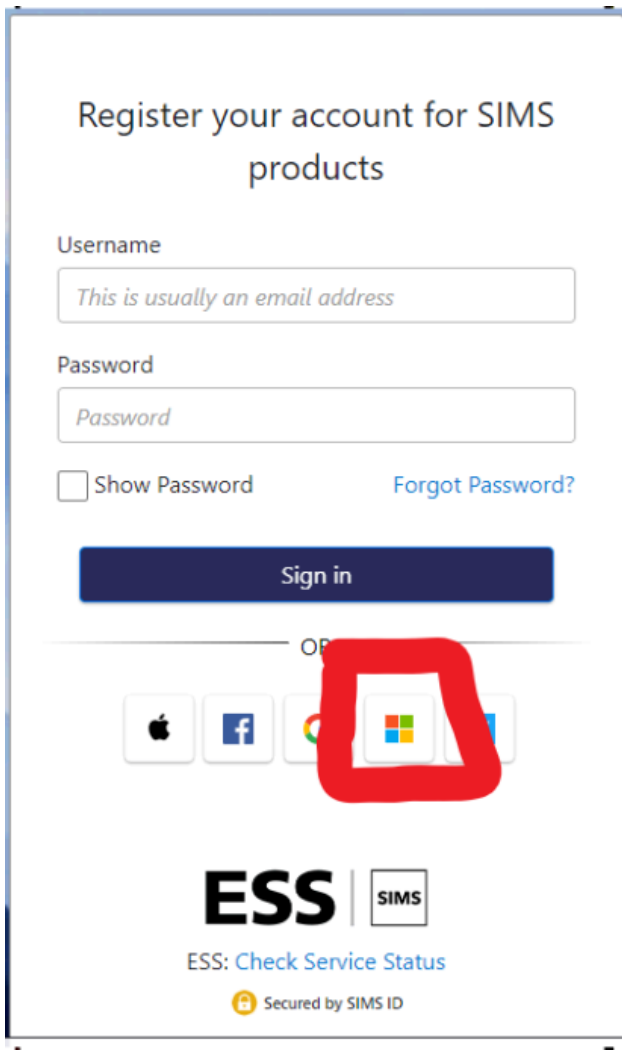
Alternatively you may complete the registration using an External

Register with an External Account

Secured by SIMS ID

ESS Hosted Services: [Check Service Status](#)

When the page below appears, click on the **Microsoft** icon as shown.



Register your account for SIMS products


Username
This is usually an email address

Password
Password

Show Password [Forgot Password?](#)


Sign in

OR

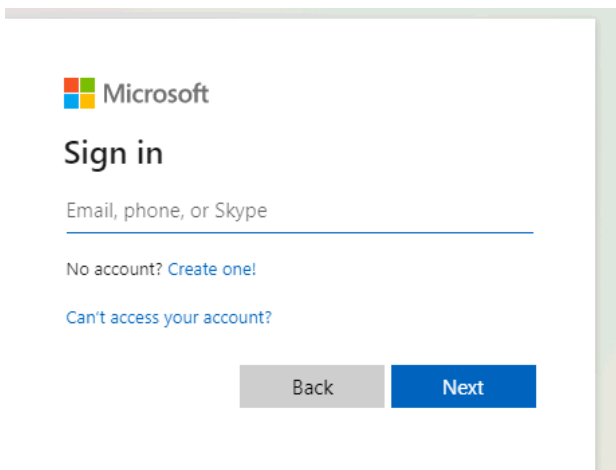



ESS | **SIMS**

[ESS: Check Service Status](#)

 Secured by SIMS ID

Now enter your Ellesmere e-mail address into the Microsoft sign in box and click 'Next'.



 Microsoft

Sign in


Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

You will now be asked for the Invitation code from the original e-mail. Please paste it into the 'Invitation code' box and click on 'Register'.



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

Invitation Code

Now enter your date of birth and 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)

Your account will now be created and the Options Online page will appear. Please enter your Options per the instructions given to you via an InTouch e-mail from Mrs Pritt-Roberts.

Once you have made your choices, don't forget to click on the 'Save' button at the top left-hand side of the page.



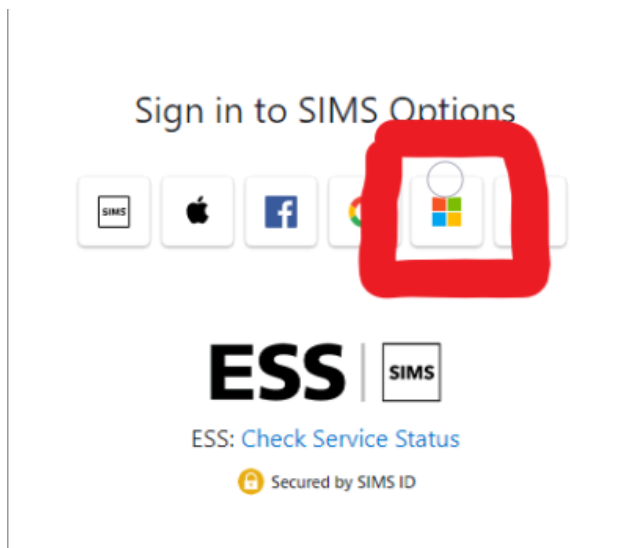
You can return to this page as many times as you need to before the closing date for Options (please see the important information below).

IMPORTANT

Once you have registered and validated your account, you should **only access the Options Online website by going to the address below.** Please **do not** go back to the 'Accept Invitation' e-mail as the code within it will have already been used by you to register.

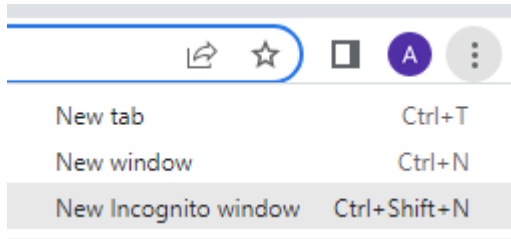
<https://www.sims-options.co.uk>

Once you have accessed the page above, choose the 'Microsoft' login icon as shown below

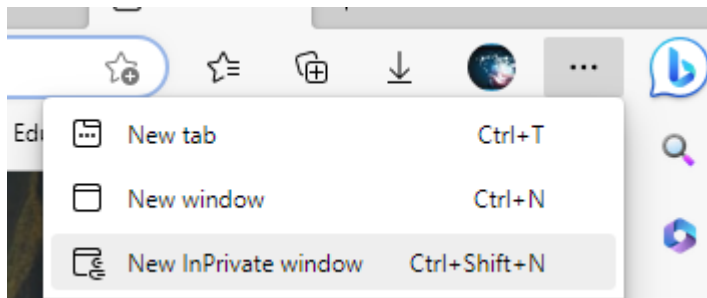


Now, if requested, enter your School e-mail as the username and your normal School password.

If you get a blank screen then this is because the device you are using is remembering Microsoft credentials that it has used before. To get around this, log off of all Microsoft sites and use 'Incognito mode' in Chrome.



Or, 'InPrivate window' in Edge.



In some circumstances, you may have to reboot the device completely.

Now go to:

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