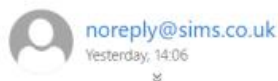# A guide for student access to Options-Online

Ellesmere College

## IMPORTANT NOTE

*Please remember, you must only register **ONCE**. After you have registered, go to **https://www.sims-options.co.uk.** Please **do not** use the registration code more than once.*

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

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(No subject)

noreply@sims.co.uk
Yesterday, 14:06

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.

To always show content from this sender, click here.

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://registration.sims.co.uk

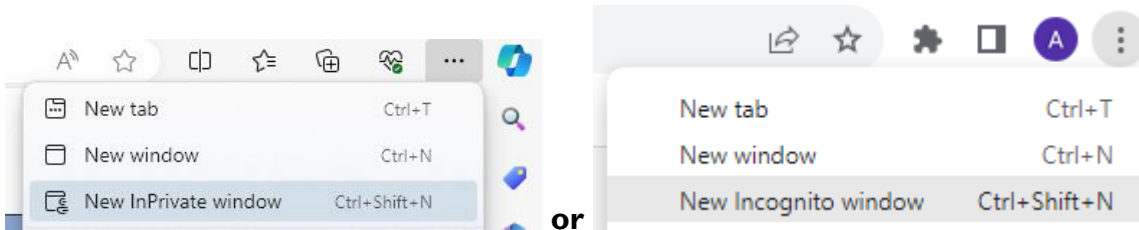Should you need to enter it, your personal invite code is:
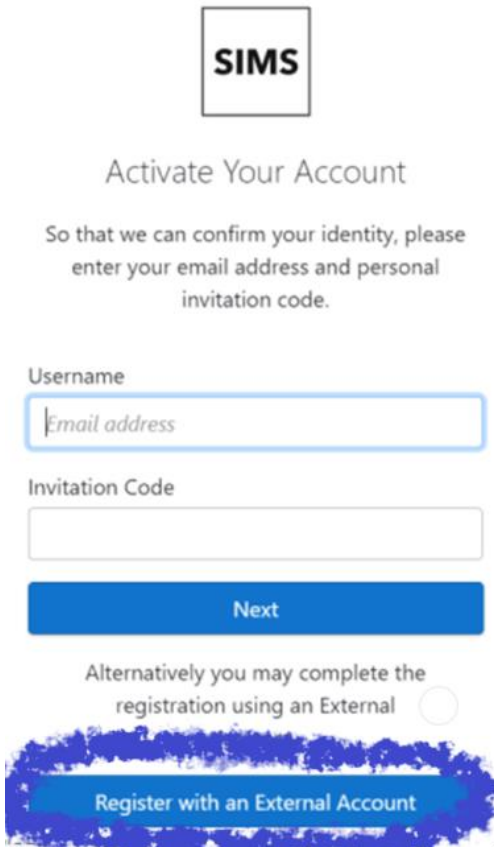
Sent on behalf of,

Ellesmere College

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To access Options-Online, you will first have to register. To do this you need to click on the 'Accept Invitation' button within the email.
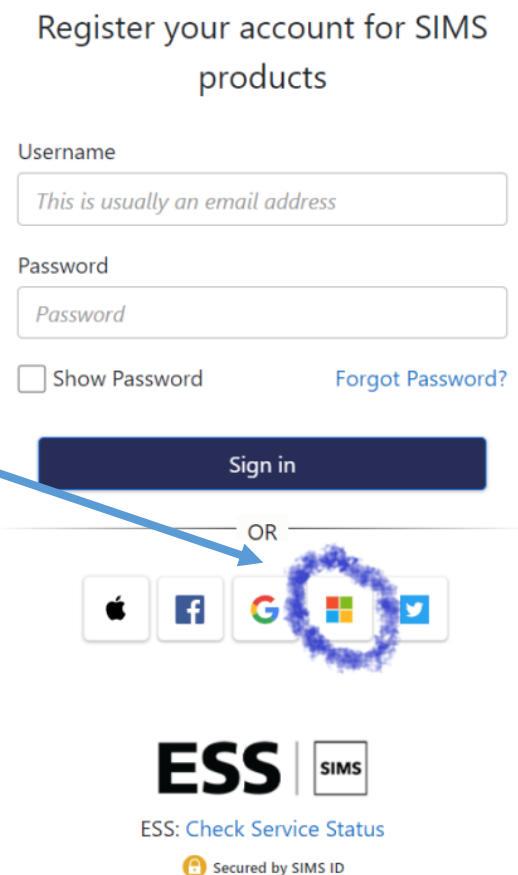
We have found that Options-Online doesn't work very well with the Safari web browser. **It is therefore recommended that you use either _Chrome_ or _Edge_ for Options-Online. Also, we have seen that sometimes, if you are using a shared device, other people's credentials that are saved, can confuse the system, and prevent you logging in. If this happens, you will see a blank screen when you log into Options-Online. To get around this issue, while in Chrome or Edge, open an 'in-private' or 'Incognito' browser window. This will only allow your credentials to be used.**

 **or** 

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 to the side.

### 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 should now log in with your normal school email address and password.

You will 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 email 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 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.

**YOU ONLY HAVE TO REGISTER ONCE – PLEASE DO NOT TRY TO REGISTER MULTIPLE TIMES AS THE CODE YOU RECEIVED WON'T WORK AGAIN**.

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

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

And then select the Microsoft option again and inputting your username (your email address) and password.