

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. You will then be asked which account you would like to use to register. Choose 'Sign in with Microsoft' from the list that appears:



Register your account for SIMS products

 Sign in with SIMS ID
 Sign in with Facebook
 Sign in with Twitter
 Sign in with Google
 Sign in with Microsoft
 Sign in with Office 365

You should then enter your Ellesmere e-mail address and password

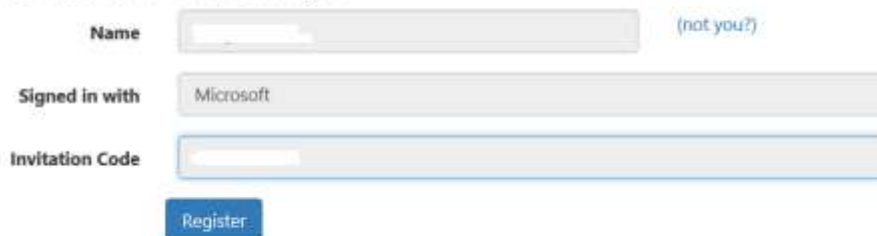


The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

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. The invitation code is the same one that is shown on the e-mail that was sent to you.

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.



The registration form contains three input fields. The first is labeled "Name" and has a greyed-out field with a "(not you?)" link to its right. The second is labeled "Signed in with" and has a greyed-out field containing the text "Microsoft". The third is labeled "Invitation Code" and has a greyed-out field. Below these fields is a blue "Register" button.

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Now you have to enter your date of birth and click '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)

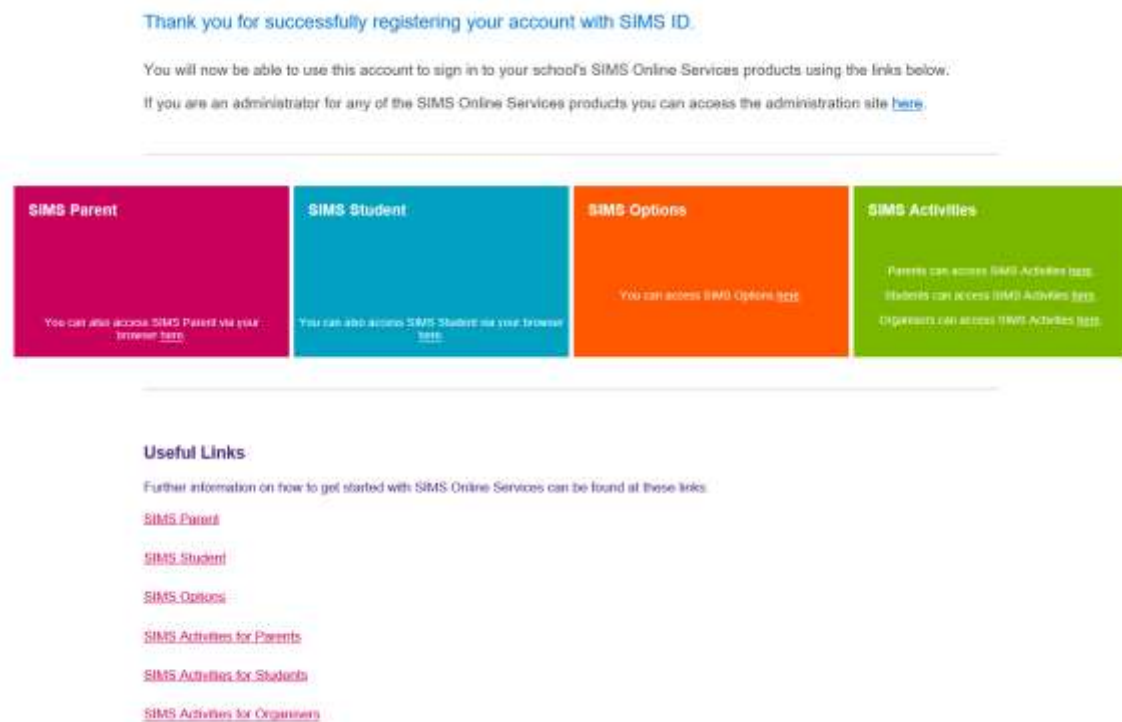
Verify

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Your account for accessing Options-Online will now be created. Unfortunately the Options-Online software has a bug which means you will be taken to the wrong web page; which is shown below. The company who are responsible for Options-Online are currently working to fix this bug but for now, please ignore it. We have never purchased SIMS Student.



Once registered you will receive another e-mail (this time from simsid@identityfor.co.uk) which gives the following information:



Click on the 'SIMS Options' links. The links in the e-mail will take you to: <https://www.sims-options.co.uk>.

Students will then be asked to login. Again choose 'Sign in with Microsoft' and then use the account you used to register (which is your Ellesmere e-mail address along with your Ellesmere password).



Register your account for SIMS products

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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.