

Parent Options Registration Process

1. You will receive an email invite from SIMS



2. This email contains an invite link

Springwell Community College is inviting you to join SIMS Online Services,
You can register for the following services:

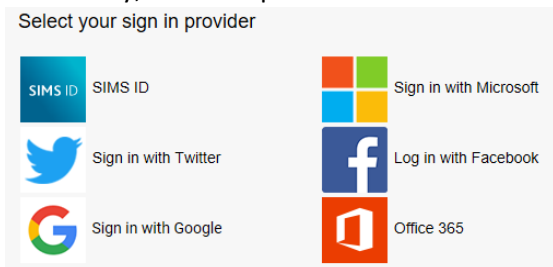
- SIMS Options
- SIMS Activities

To join, simply [click this link](#). The link is valid for the next 90 days.

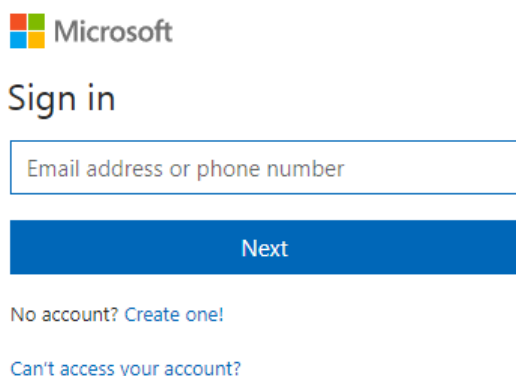
You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365



3. You are then prompted with a choice of account types to log in with, choose a provider you have an account for already, the example below uses Microsoft, but you can use any



4. You then need to enter your school email address (e.g. *username@springwellcc.org*)

A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. There is a text input field with the placeholder text 'Email address or phone number'. Below the input field is a blue button with the text 'Next'. At the bottom, there are two links: 'No account? Create one!' and 'Can't access your account?'.



5. Followed by your school password



Enter password

[Forgotten my password](#)

6. You are then asked for permission to access some information from your account, click Accept



SIMS ID Live



Publisher's website: sts.sims.co.uk

This app would like to:

- View your basic profile
- View your email address
- Sign in as you

You should only accept if you trust the publisher and if you selected this app from a store or website you trust. Ask your admin if you aren't sure.

7. You are then prompted if you wish to stay signed in, this is your choice




Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

8. Next you see a registration confirmation screen, click Register to continue



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

Invitation Code

9. To confirm who you are you are asked to enter your date of birth, enter it in the format indicated




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)

10. Your account is then created which may take a minute or two

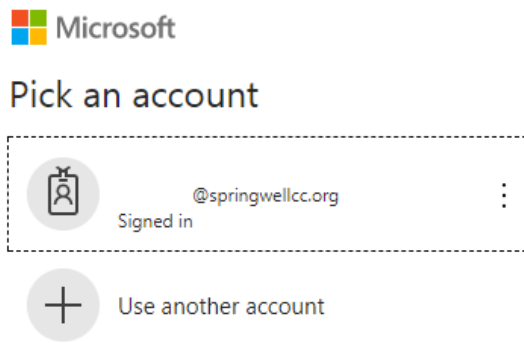


Registration - Account Creation

Your account is being set up and configured. You will be automatically redirected when this process is complete...

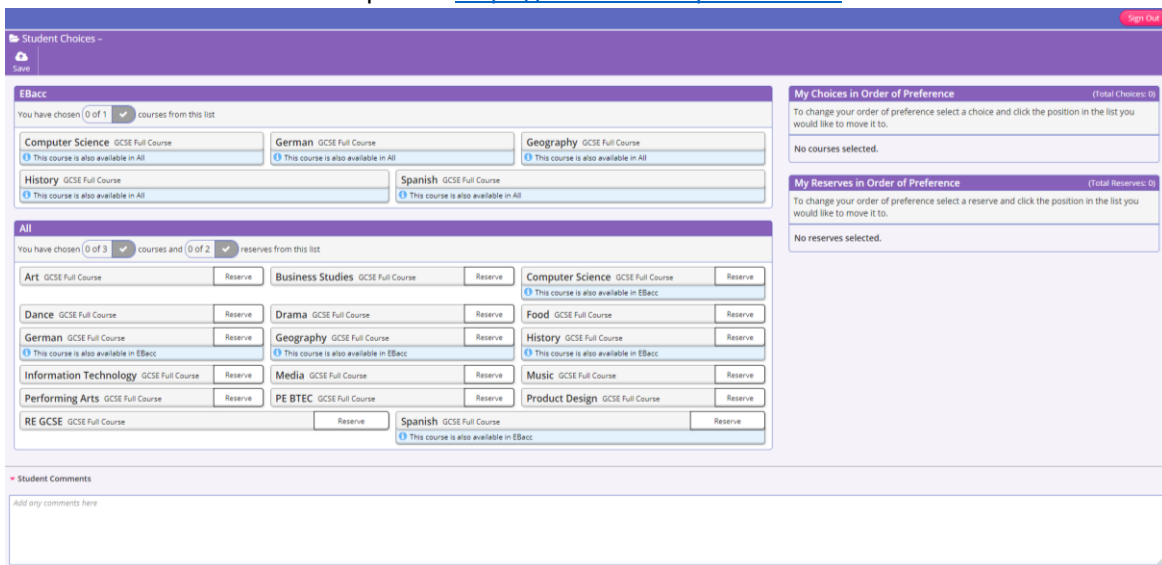
Elapsed 3 seconds

11. You then get prompted to pick the account to use for SIMS Online, just click your account



12. You are then logged in to SIMS Activities

13. Click this link to access SIMS Options: <https://www.sims-options.co.uk>



14. Choose your options and reserves then click save

