

## SIMs Option Online Registration

For our Options process we use an Online System provided by our school information management systems (SIMS) Options Online. Both students and parents will need to register to be able to use this system.

**Registration emails:** A registration email will be sent to all year 9 students via their school email account shortly after the information evening.

Parents and Carers' emails will be sent to the email address that we currently hold for you. If you are not currently receiving Mr Slaughter's weekly letter, it is likely we don't have your correct email address. Please email [jts@ormistonsixvillages.org.uk](mailto:jts@ormistonsixvillages.org.uk) to provide your new one.

Before beginning the registration processes, you will need the following:

1. Your unique registration email. The academy will send you a registration email that contains a registration link and an invitation code. This email will be sent from Capita SIMS (**noreply@sims.co.uk**). If you cannot find this email, please check your junk mail and ensure it has not been marked as SPAM.
2. **Parents only** - The date of birth of one of your children who attends the academy.
3. **Parents only** - A Microsoft (including Office 365), Google, Apple, Facebook, Twitter or SIMS ID account. You can use an existing account (e.g. a Hotmail account) or create a new one online - they are free, easy to set up and you can use any valid email address and password.
4. **IMPORTANT NOTE:** Students should sign in using the Microsoft icon 

View a [tutorial](#) on the registration process.

### Getting Started

1. Open the email and click the button or copy and paste the website URL as instructed. A new internet browser window will open and you will be asked to log in.

**IMPORTANT NOTE:** Only users with an existing SIMS ID account (students) can enter their details in the **Username** and **Password** fields that are displayed. There is no facility for users to create a SIMS ID account as part of account registration.

2. Users who do not have a SIMS ID account should register with a Microsoft (including Office 365), Google, Apple, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details.

**IMPORTANT NOTE:** You will be guided through the login process. Once logged in, you will be asked if you want to authorise SIMS Parent to use your account.

3. You will now be asked for an **Invitation code**.
  - If you were able to use the button in the email you received, this field will be populated automatically.
  - If you had to select the web address in the email, you will need to copy the invite code from the email and paste it into the space provided.
4. Click the **Register** button to continue.
5. **Parents only** - Enter the **Date of birth** of one of your children attending the school in the format **dd/mm/yyyy** (e.g. **12/06/2011**) and click the **Verify** button. This is for security purposes only and this information will not be used in the SIMS Parent system. Your account is created. On completion, you will see the **SIMS Parent** site.