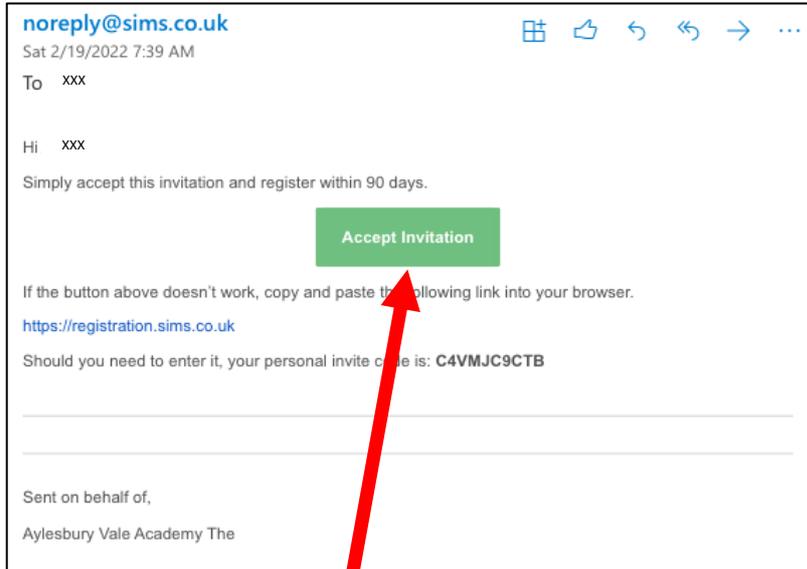


# AVA SIMS OPTIONS ONLINE PORTAL

## YEAR 8 REGISTRATION INSTRUCTIONS 2023



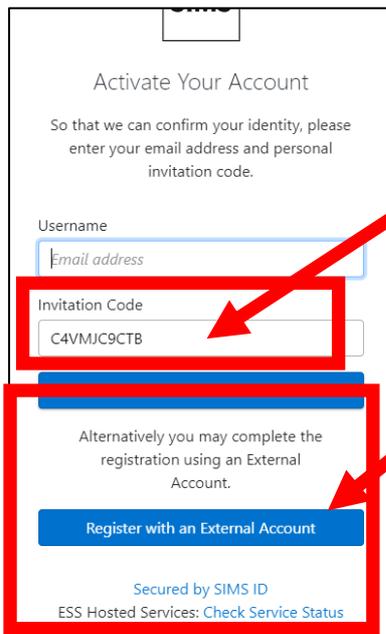
Check your student email account. You will have received an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk), example below:



Click on **'Accept Invitation'**.

This will navigate you to the following **'Activate Your Account'** pop-up with an invitation code and an option to select **'Next'** or **'Register with an External Account'**.

The invitation code you received in the email will auto populate here (but also make a note of this). Select **'Register with an External Account'**



# AVA SIMS OPTIONS ONLINE PORTAL YEAR 8 REGISTRATION INSTRUCTIONS 2023



In the next window, select the Microsoft 365 icon. (**Do not enter your email or password** in this window).

Username  
This is usually an email address

Password  
Password

Show Password [Forgot Password](#)

Sign in

OR

ESS | SIMS  
[ESS: Check Service Status](#)

The **Registration** screen appears. Your email address and 'Microsoft' will be displayed.

Paste **your personal invite code** from your invitation email into the **Invitation Code** field. Then click the **Register** button.

SIMS

## 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 XXX [redacted] (you?)

Signed in with Microsoft

Invitation Code C4VMIC9CT8

Register

At the **Account Registration** screen, **enter your date of birth** and click the **Verify** button.

SIMS

## Registration - Answer Security Questions

You are required to provide a second level of information to confirm your identity.

What is your date of birth? (dd/mm/yyyy)

Please enter your answer

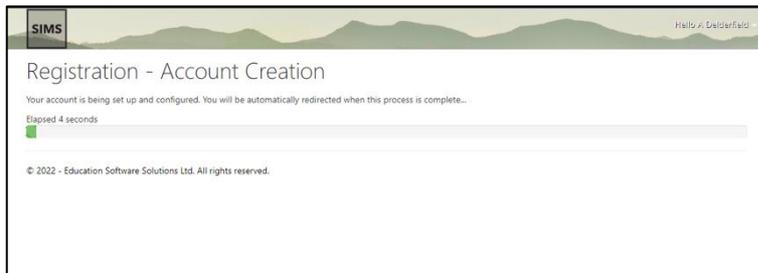
Verify

# AVA SIMS OPTIONS ONLINE PORTAL

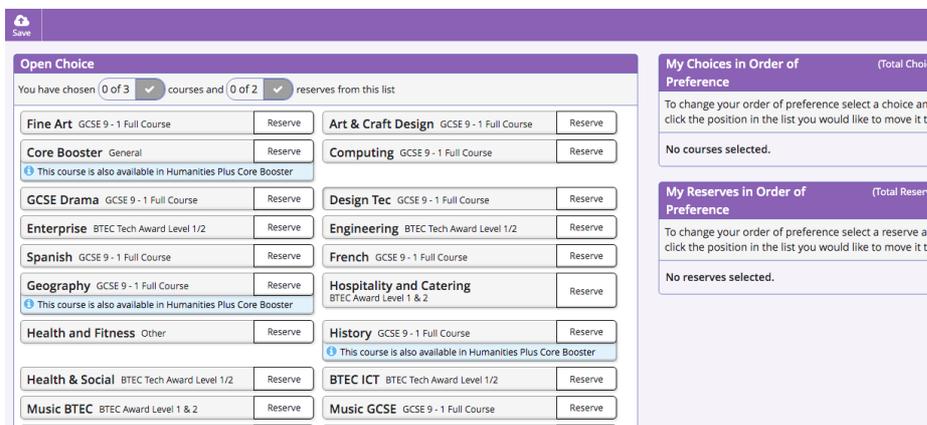
## YEAR 8 REGISTRATION INSTRUCTIONS 2023



The following window will appear.



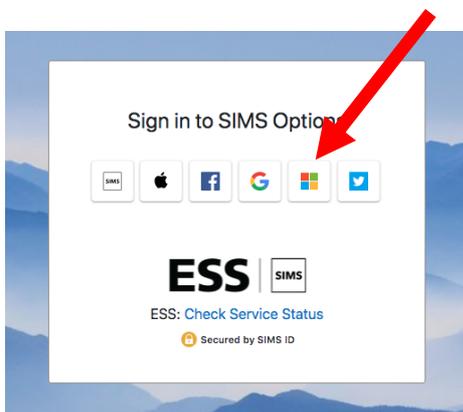
Then you will be directed and logged into the Options Online portal where you can start making your choices.



You can **log back in at any time** using the following address:

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

Remember select **Microsoft 365** as a sign in option and **use your student email account** credentials.



If you have any questions please email the Options team at [options@theacademy.me](mailto:options@theacademy.me).