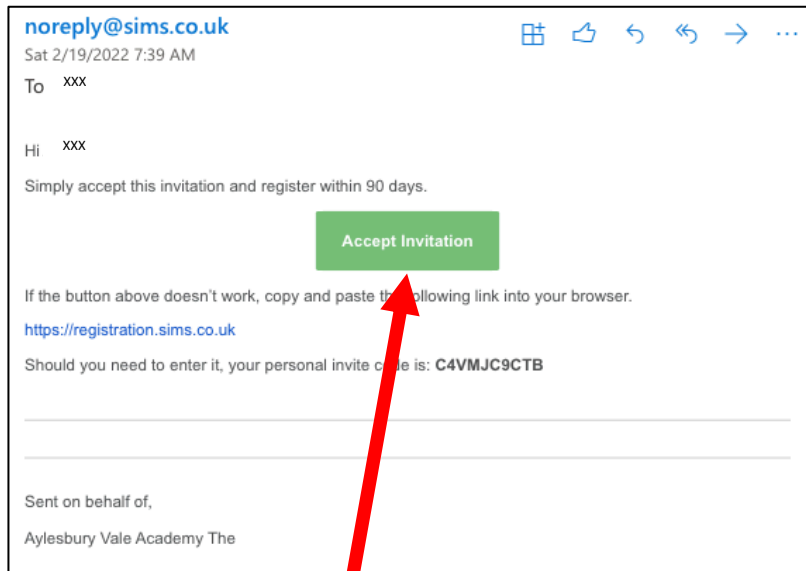


# AVA SIMS OPTIONS ONLINE PORTAL

## YEAR 8 REGISTRATION INSTRUCTIONS 2022



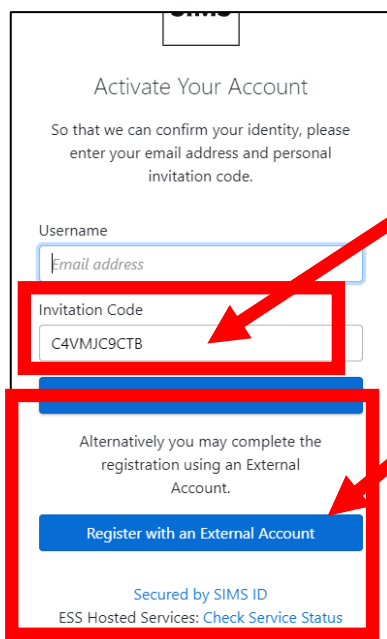
Check your student email account. You will have received an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk), example below:



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 2022



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

The screenshot shows a login form with fields for Username (with a placeholder 'This is usually an email address') and Password. Below the fields is a 'Sign in' button. Underneath, there is an 'OR' separator and a row of social media icons: Apple, Facebook, Google, Microsoft 365, and Twitter. The Microsoft 365 icon is highlighted with a red square, and a red arrow points from the text above to it. At the bottom, there are logos for ESS and SIMS, and a link for '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.

The screenshot shows the 'Registration' screen. It has a header with the SIMS logo. Below the header, there is a message: '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 to register.' There are two input fields: 'Name' (with 'XXX' and a placeholder '(you?)') and 'Signed in with' (with 'Microsoft'). Below these is the 'Invitation Code' field, which contains the code 'C4VMJC9CT8'. A red box highlights the 'Invitation Code' field, and another red box highlights the 'Register' button. Red arrows point from the text above to the 'Invitation Code' field and the 'Register' button.

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

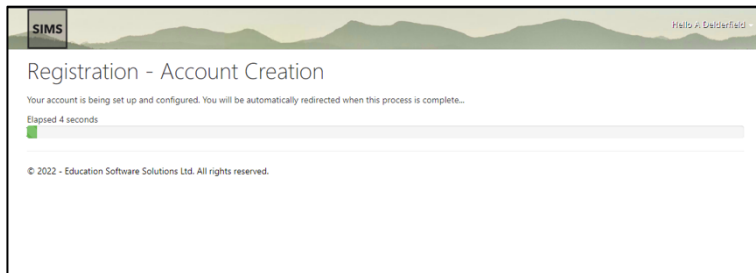
The screenshot shows the 'Registration - Answer Security Questions' screen. It has a header with the SIMS logo. Below the header, there is a message: 'You are required to provide a second level of information to confirm your identity.' There is a question: 'What is your date of birth? (dd/mm/yyyy)' and an input field with the placeholder 'Please enter your answer'. A red box highlights the 'Verify' button, and a red arrow points from the text above to it.

# AVA SIMS OPTIONS ONLINE PORTAL

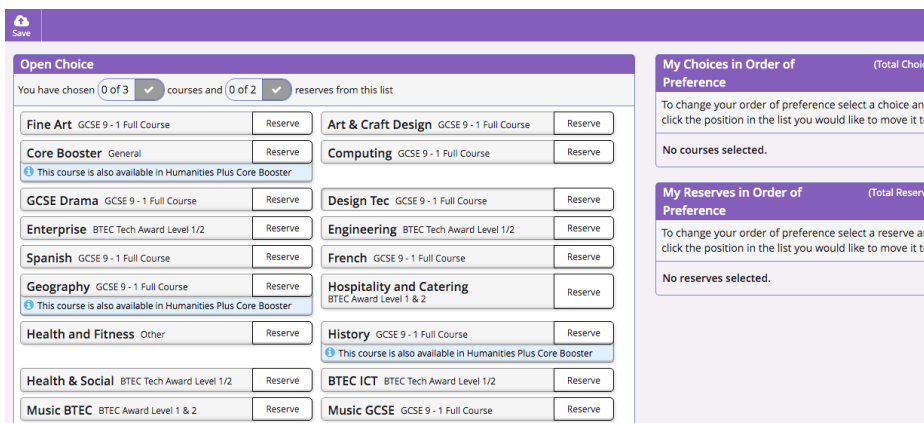
## YEAR 8 REGISTRATION INSTRUCTIONS 2022



The following window will appear.



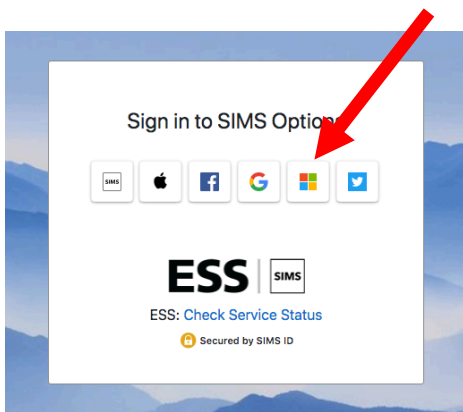
Then you will be directed and logged into the Options Online portal where you can start making your choices.



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).