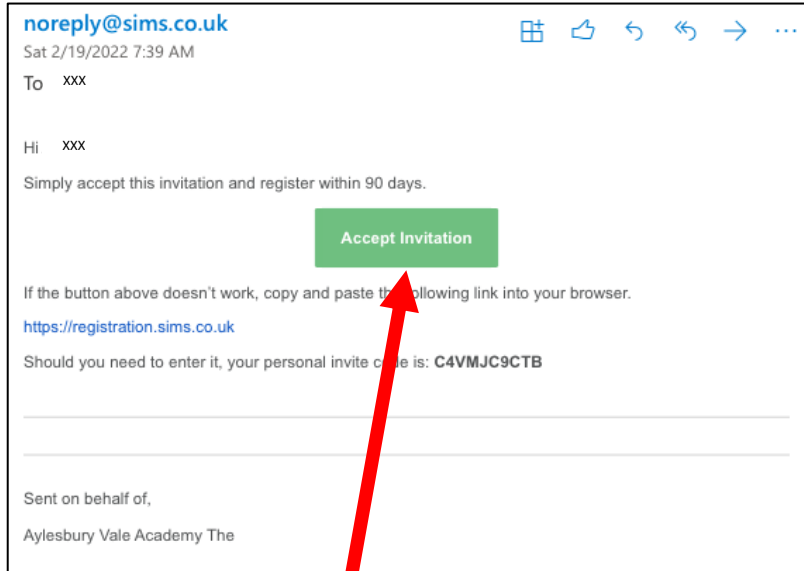


# AVA SIMS OPTIONS ONLINE PORTAL YEAR 8 REGISTRATION INSTRUCTIONS



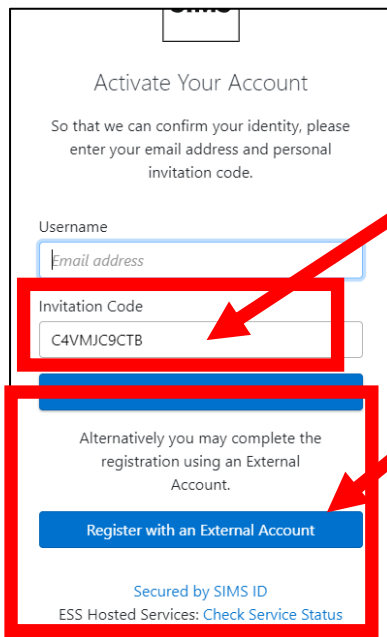
Check your student email account. You will have received an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk), example below:



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

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

Username

Password

Show Password [Forgot Password](#)

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   (you?)

Signed in with

Invitation Code

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

**SIMS**

## Registration - Answer Security Questions

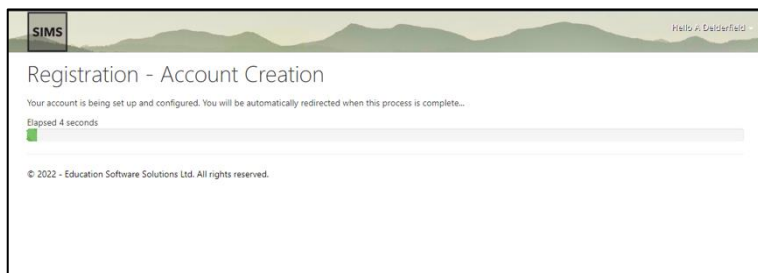
You are required to provide a second level of information to confirm your identity.

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

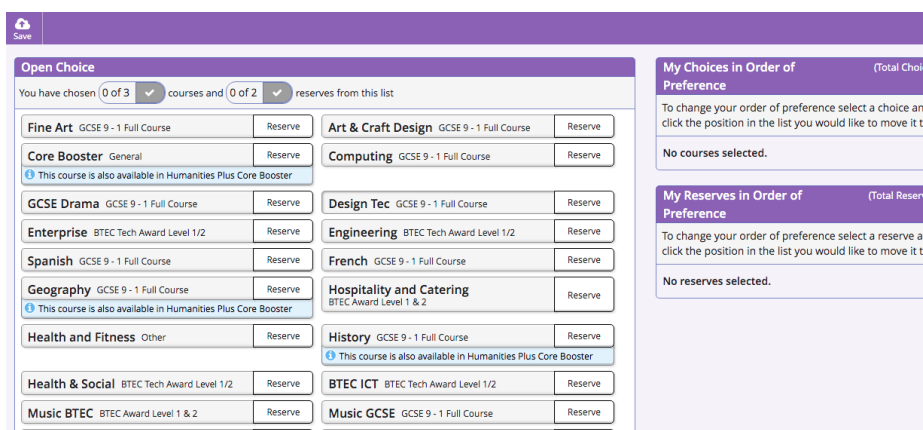


# AVA SIMS OPTIONS ONLINE PORTAL YEAR 8 REGISTRATION INSTRUCTIONS

The following window will appear.



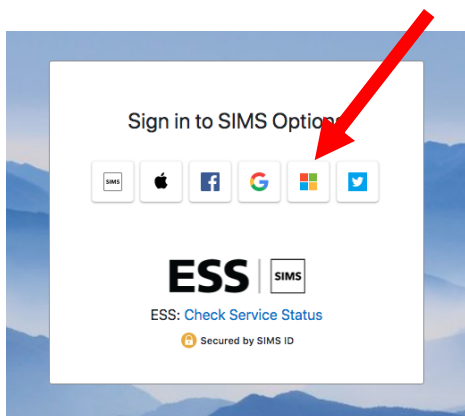
Then you will be directed and logged into the Options Online portal where you can start making your choices.



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).