Setting up an account for SIMS Online Services

SIMS

How to access SIMS Options Online and SIMS Parent Lite

You will need to set up a **SIMS ID** to access SIMS online services such as 'options online' and 'parent lite'.

Activate your account (select your account provider)	Confirm your identity by answering a security question	Create a password for your account	Verify your account

NOTE: Parents who have more than one child at the school using SIMS Online Services will only have to register once.

1. To avoid accidentally registering with the wrong account (especially if you are working on a shared computer), sign out of all accounts or use a private browser window.

2. Click the **Accept Invitation** button in the invitation email from noreply@sims.co.uk. If you cannot find this email, please check your SPAM/Junk folder before contacting your school.

You're invited to start using SIMS Parent to manage your child's personal details at GreenAb. If enabled by the school, you can also view child's attendance, school reports, homework assignments and more.

Simply accept this invitation and register within 90 days.

Accept Invitation

If the button above doesn't work, copy and paste the following link into your browser.

https://registration.sims.co.uk

Should you need to enter it, your personal invite code is: **XVG9BTMRXT**

3. The **Activate Your Account** screen is displayed. The **Invitation Code** field is already filled with the unique code from your email. Enter your email address as **Username** and click the **Next** button.

Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

AdeleAbimbola@myexampledomain.co.uk

Invitation Code

XVG9BTMRXT

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

==DO NOT USE THE 'EXTERNAL ACCOUNT' OPTION==

4. At the **Account Registration** screen, answer the security question and click the **Next** button. This is for security purposes only. This information will not be used in the SIMS Online Services system.

Account Registration

So that we can confirm your identity, please answer your security question below.

What is the date of birth of one of your children at the school?

14/05/2008

Next

5. At the **Create a Strong Password** screen, create a password for the new account you are creating and click the **Next** button.

Create a Strong Password

At least one capital letter ✓
At least one number ✓
At least one special character ✓
At least 8 characters ✓

Password

•••••••••

Confirm Password

•••••••••

☐ Show Password

Next

6. Once your account has been registered, you need to validate it. Check your email for an email from SIMS ID Registration.

Account Registration

Your account has been successfully created. Please read the email we have sent to your email address and follow the instructions to validate your account.

Remember to check in your SPAM folder

NOTE: At this point your account is created. You can return to your product and log in using the details you have submitted.

We advise that you vallidate your account as shown in the next step to enable email-based password recovery.

7. Click the **Verify My Email** button in the SIMS ID Registration email.

Dear Adele Abimbola,

Please click the link below to verify your email address and log in to your SIMS ID account.

Verify My Email

8. Click the **Sign In** button on the screen confirming your email address has been validated.

Account Registration

We have validated your email address, thank you.

Sign In

9. At the **Register your account for SIMS Products** screen, enter your newly created username (i.e. your email address) and password, then click the **Sign in** button.

Register your account for SIMS products

Username

AdeleAbimbola@myexampledomain.co.uk

Password

●●●●●●●●●

☐ Show Password   Forgot Password?

Sign in

── OR ──

10. The first time you use your SIMS ID account, you may be prompted to **Set Security Questions**. Answer all three security questions, then click the **Save and Continue** button to launch your SIMS Online Service.

Set Security Questions

Please select one question from each dropdown below and set your answer against each question.

All three questions/answers are mandatory. Your answer must be between 4 to 100 characters long.

Question 1

What is the name of your first school?

FirstSchool

Question 2

What is the name of your secondary school?

SecondSchool

Question 3

What is the name of your first teacher?

Teacher

Your password

●●●●●●●●●

Save and Continue

How do I sign in to my SIMS Online Service?

Once the registration process is complete, users can sign in via the following URLs.

https://www.sims-options.co.uk　　　　For Options Online

https://www.sims-parent.co.uk　　　　For checking and updating personal data

1. Click the **SIMS ID** icon to sign in

2. Enter your username and password, then click the **Sign in** button.

Sign in to SIMS Parent

Sign in to SIMS Parent

Username
AdeleAbimbola@myexampledomain.co.uk

Password
••••••••

☐ Show Password　　　　Forgot Password?

Sign in

OR

Troubleshooting: Why can't I register?

If you see **The code you have entered is not recognised** message, this means that you have either tried to register using a code belonging to another person (e.g. a parent using a child's SIMS Student invitation to try to register for SIMS Parent) or you have used an out-of-date code (e.g. you have received more than one invitation email and have not used the most recent one).
Check you have used the correct email to register.
Check you are signed in with the account.

Registration

The code you have entered is not recognised.

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	<Your name> (not you?)
Signed in with	Microsoft
Invitation Code	DK93KX792R

Register

Who do I contact for help?

If you have a question about **accessing** your SIMS Online Services Account, please contact datasupport@qegschool.org.uk

For any queries directly relating to the year 9 options process, please contact options@qegschool.org.uk