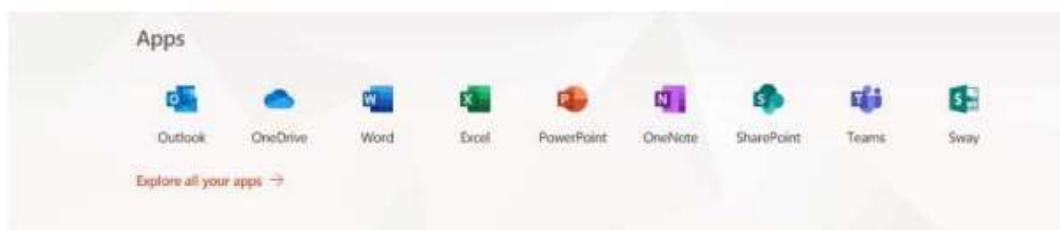




OPTIONS STUDENT GUIDE

Step 1: Login to Office 365 using your username@emmbrook.org (so if your username is AT17SmithJo your email will be AT17SmithJo@emmbrook.org). The password for Office 365 is your normal school password that you would use to login into a school computer.

Once Office 365 opens, click on the Outlook app as shown below:



When your email opens, in your inbox you should have an email like this:



When you open this email it will look like this. You must click on [click this link](#)



Emmbrook School **is** inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Student
- SIMS Options
- SIMS Activities

To join, simply [click this link](#). This link is valid for the next 90 days.

You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365
- Twitter
- Facebook
- Google

If you do not have an account with any of the above providers, then you can create a Microsoft account [here](#) or a Google account [here](#) using your existing email address.

If you select SIMS ID to use SIMS Online Services, existing users can enter their details into the username and password fields that are displayed.

If the link doesn't work, please enter this URL into your browser:

<https://it.sims.co.uk/registeration/home?oscode>

When prompted, please enter the following invitation code: D8MPRD3KH8BS7HROQYPRRMYP7GTFG7DWN7V643YUQMY



When you click on this you will find another browser window opens

Follow the link in the email to be directed to the Sign in page.



Sign in with SIMS ID

Sign in with SIMS ID

Sign in with Facebook

Sign in with Twitter

Sign in with Google

Sign in with Microsoft

Sign in with Microsoft

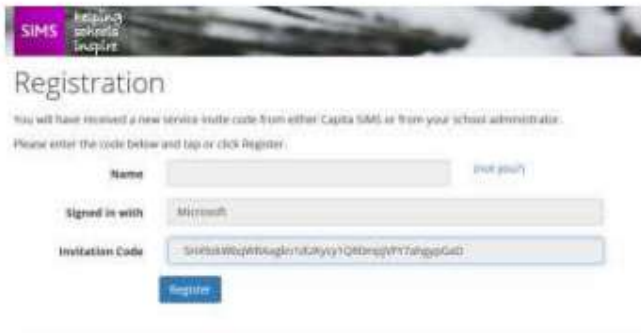


Select the last option "Sign in with Microsoft" as shown below.

Sign in with Microsoft

Enter your school email address and password and click ok, please do not sign in with any other account

Ensure your name is listed in the registration box that appears and click the Register button:



You will then be requested to confirm who you are by asking for your date of birth. Use the following format of dd/mm/yyyy. For example 25/05/2005

You should now be registered. Please close the browser and proceed to **part 2** to below.

Part 2:

Sign into to sims options

1. From a web browser launch the Options Online page <https://www.sims-options.co.uk/>
2. Select the last option "Sign in with Microsoft".



3. Enter your school username and password.
4. You should now be signed into the Options Online system.

From this point you will need to select your choices. You can change the priority of your choices and you can login multiple times if you change your mind.

You can select a course by clicking on it. Remember information about all the courses can be found on the website under Parents → Options