

Step 1 – Receiving your invitation

You will shortly receive an e-mail from noreply@sims.co.uk entitled “Woldgate School and Sixth Form College – SIMS Online Services Invite”, which will look like the screenshot below:

From: noreply@sims.co.uk <noreply@sims.co.uk>

Sent: 05 March 2020 09:28

To: contactemail@hotmail.co.uk

Subject:

Hi **Student name**

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://id.sims.co.uk/registration/home/soscode>

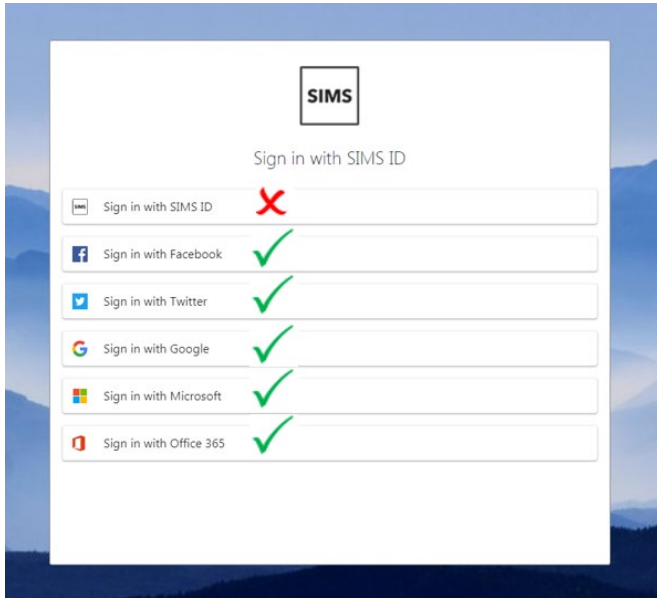
Should you need to enter it, your personal invite code is: **ABCDE12345**

Sent on behalf of,

Woldgate School and Sixth Form College

Step 2 – Setting Up Your Account

Accept the invitation and log-in using any of the options provided with the exception of SIMS ID.



You will be directed to the registration page that will be automatically populated with son/daughters name and registration details.

Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.

Please enter the code below and tap or click Register.

Name (not you?)

Signed in with

Invitation Code

Click register and you will be asked to confirm your **child's** date of birth.

Registration - Answer Security Questions

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

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

Step 3 – Signing In

Once you have registered you will receive an e-mail from simsid@identityfor.co.uk which will look like the screenshot below:

From: Do_Not_Reply_SIMSID <simsid@identityfor.co.uk>
Sent: 05 March 2020 09:47
To: contactemail@hotmail.co.uk
Subject: SIMS ID Account Created



Thank you for successfully registering your account with SIMS ID.

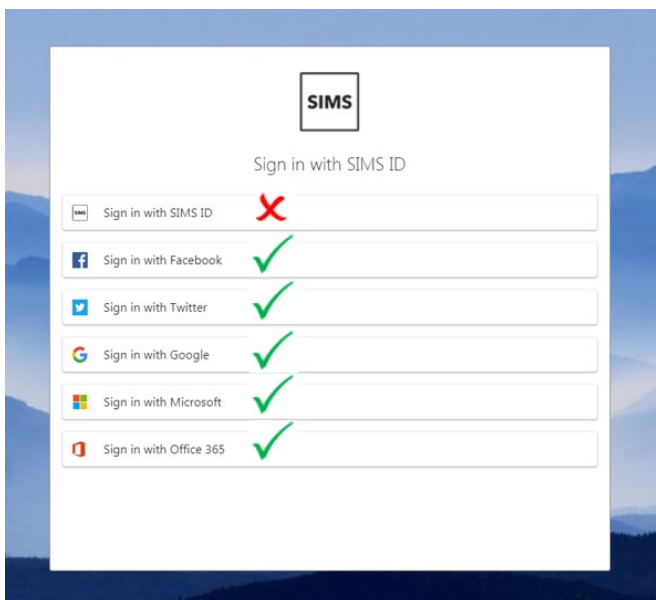
You will now be able to use this account to sign in to your school's SIMS Online Services products using the links below. If you are an administrator for any of the SIMS Online Services products you can access the administration site [here](#).

Click here

The image shows four colored boxes representing different SIMS services:

- SIMS Parent** (pink box): Includes App Store and Google Play download buttons. Text: "You can also access SIMS Parent via your browser [here](#)."
- SIMS Student** (blue box): Includes App Store and Google Play download buttons. Text: "You can also access SIMS Student via your browser [here](#)."
- SIMS Options** (orange box): Text: "You can access SIMS Options [here](#)". A red arrow points to this box from the text "Click here" above.
- SIMS Activities** (green box): Text: "Parents can access SIMS Activities [here](#). Students can access SIMS Activities [here](#). Organisers can access SIMS Activities [here](#)."

Click the link in the orange box and when prompted sign in using the **same provider** as when you registered.



Step 4 – Selecting Student Role

When you have successfully logged in your profile may default to parent view. Use the “Current Role” drop down box in the top right corner to switch to the “**Student**” view if necessary to bring up the options page.



Step 5 – Making Choices

Make one selection from Block A and one from Block B. If this is done correctly you will see a green tick appear. **Please note that the courses displayed will differ from those shown below.**

Student Choices – Anne Example (123456)

Save

Block 9A

You have chosen 1 of 1 courses from this list

Art GCSE 9 - 1 Full Course Choice <small>This course is also available in Block 9B</small>	Business Studies BTEC Award Level 1 & 2	Drama GCSE 9 - 1 Full Course
Product Design GCSE 9 - 1 Full Course <small>This course is also available in Block 9B</small>	GCSE PE GCSE 9 - 1 Full Course <small>This course is also available in Block 9B</small>	Religious Studies GCSE 9 - 1 Full Course
Sports Studies Cambridge Nationals Certificate Level 1 & 2	Food Technology GCSE 9 - 1 Full Course	

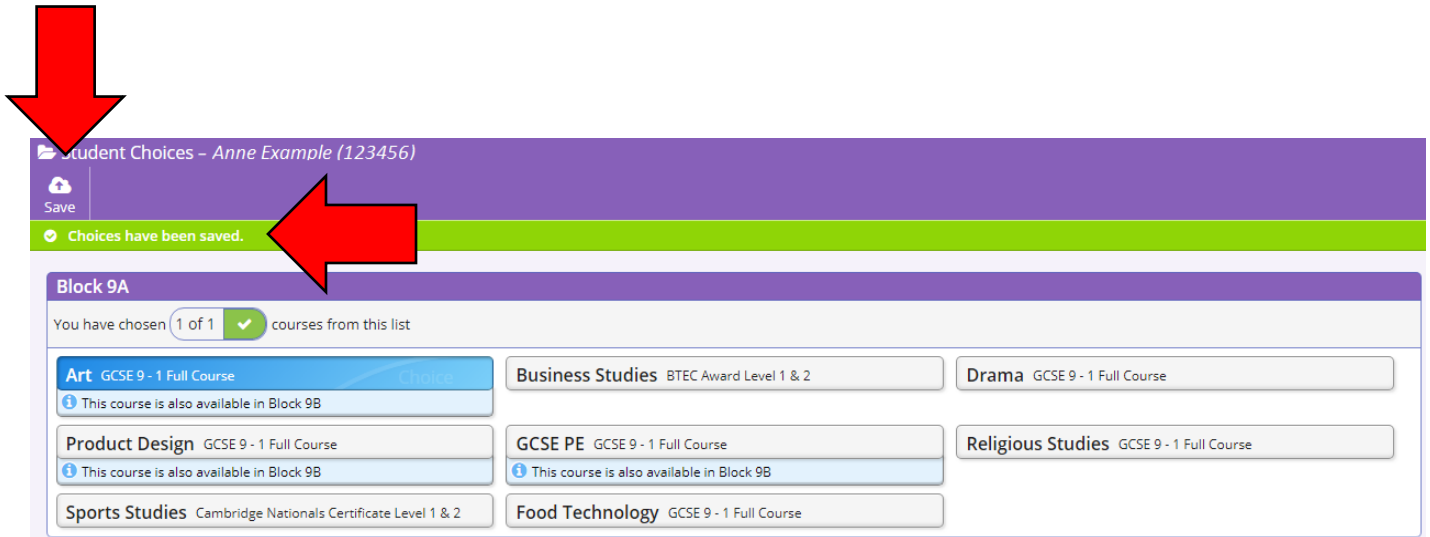
Block 9B

You have chosen 1 of 1 courses from this list

Art GCSE 9 - 1 Full Course <small>You have selected this course in Block 9A</small>	Computer Science GCSE 9 - 1 Full Course Choice	French GCSE 9 - 1 Full Course
ICT Cambridge Nationals Certificate Level 1 & 2	Media Studies GCSE 9 - 1 Full Course	Music GCSE 9 - 1 Full Course
Product Design GCSE 9 - 1 Full Course <small>This course is also available in Block 9A</small>	GCSE PE GCSE 9 - 1 Full Course <small>This course is also available in Block 9A</small>	Spanish GCSE 9 - 1 Full Course

Step 6 – Saving Your Choices

It is vital that you press save in the top left corner of the screen and wait for a green status bar to pop-up and confirm that your selections have been recorded.



The screenshot shows a web interface for 'Student Choices - Anne Example (123456)'. At the top left, there is a 'Save' button with a floppy disk icon. A green notification bar below it displays a checkmark and the text 'Choices have been saved.'. Below this is a section for 'Block 9A' with the text 'You have chosen 1 of 1 courses from this list'. A grid of course options is shown, with 'Art GCSE 9 - 1 Full Course' selected and highlighted in blue. Other options include Business Studies, Drama, Product Design, GCSE PE, Religious Studies, Sports Studies, and Food Technology. Information icons and notes are present for several courses, such as 'This course is also available in Block 9B'.