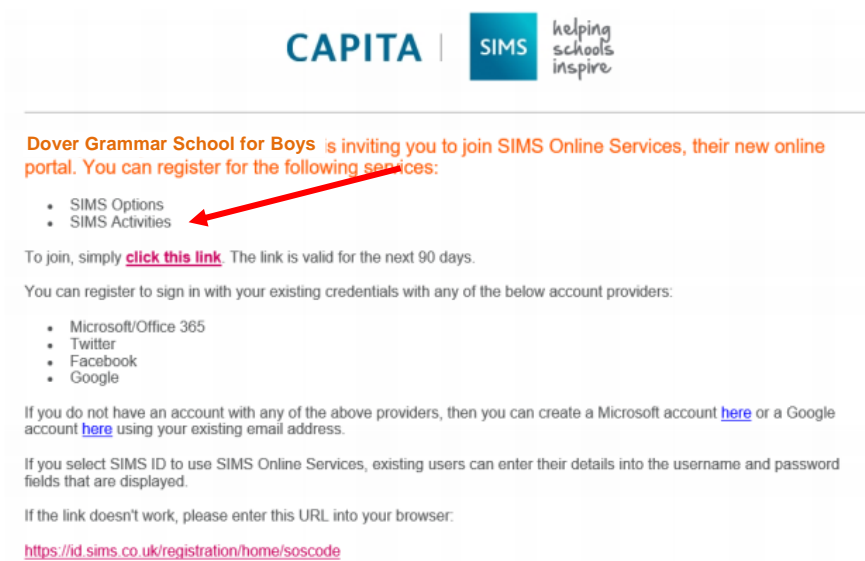


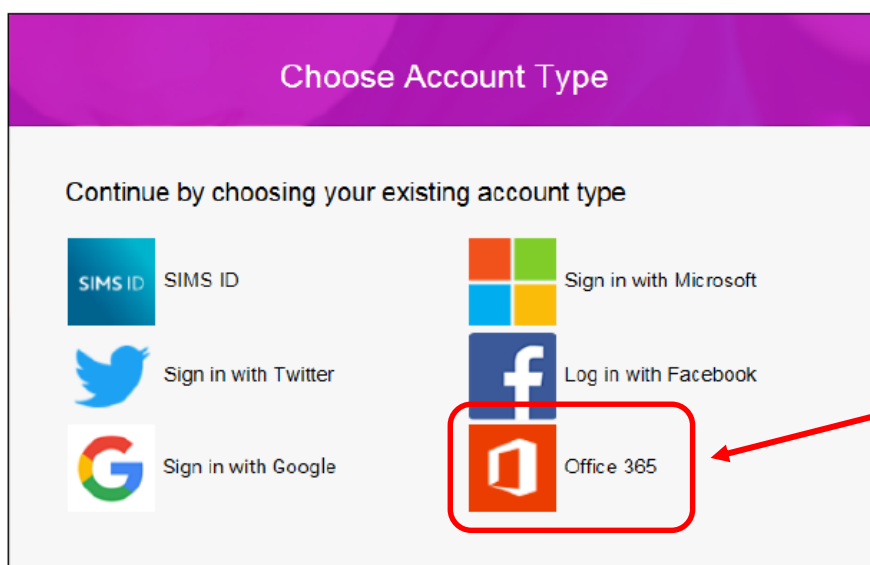
SIMS Online Services – Registering as a Student

Registration must only be completed using your DGSB student computer account

- 1) You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services Account.
- 2) Follow the link in the email to be directed to the **Sign in** page



- 3) Click the **Office 365** account type



- 4) Register using your DGSB email and password. **Please do not sign in with any other account.**

- 5) Ensure your name is listed in the registration box that appears and click the Register button.

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	<input type="text" value="XXXXXXXXXX"/>	(not you?)
Signed in with	<input type="text" value="Microsoft"/>	
Invitation Code	<input type="text" value="HXYJTFXGCB7Q8KGTB4HT9HGJGXJCKH4BDTCJB9KGWM"/>	
<input type="button" value="Register"/>		

- 6) You are then required to provide your date of birth as a second piece of information to confirm identity.

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

You are now all registered!