



Registering for SIMS

- Make sure you are logged into your school email on office 365 – use your school username and password to log into the email.
- In your emails you will find one inviting you to SIMs – this may be in your spam box – if you do not have one please email shu@pewsey-vale.wilts.sch.uk
- Click the link in the email
- Ignore the boxes and prefilled box at the top for a username and password as this will not work – SIMS ID is for staff, not students
- Copy the invite code from the email as you will need it later
- **Scroll down** past all of this and click on register with an **external provider**
- **DO NOT** use the box at the top.
- Click on the Microsoft button and use your school email to register
- Follow the on screen instructions ensuring that you use the correct format for the DOB – if this does not work please email shu@pewsey-vale.wilts.sch.uk so that we can check we have it right on the system
- This should then let you in and register you.
- Please note that when you log in there is NO username and password, you use the same third party application that you used to register by clicking the icon of the app.