



St Malachy's College Instructions For SIMS Student App Access

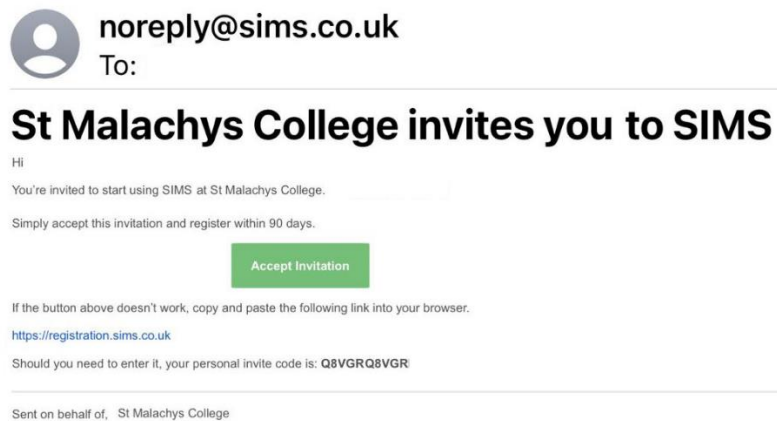
Once registered you can use the website <https://www.sims-student.co.uk> or the App to access the same information. If you want to use the app go to the [Apple App](#) / [Google Play](#) Store and download the SIMS Student App



If you do not use it already download the Microsoft Outlook as well as it is useful to use for accessing your school @c2ken.net email.

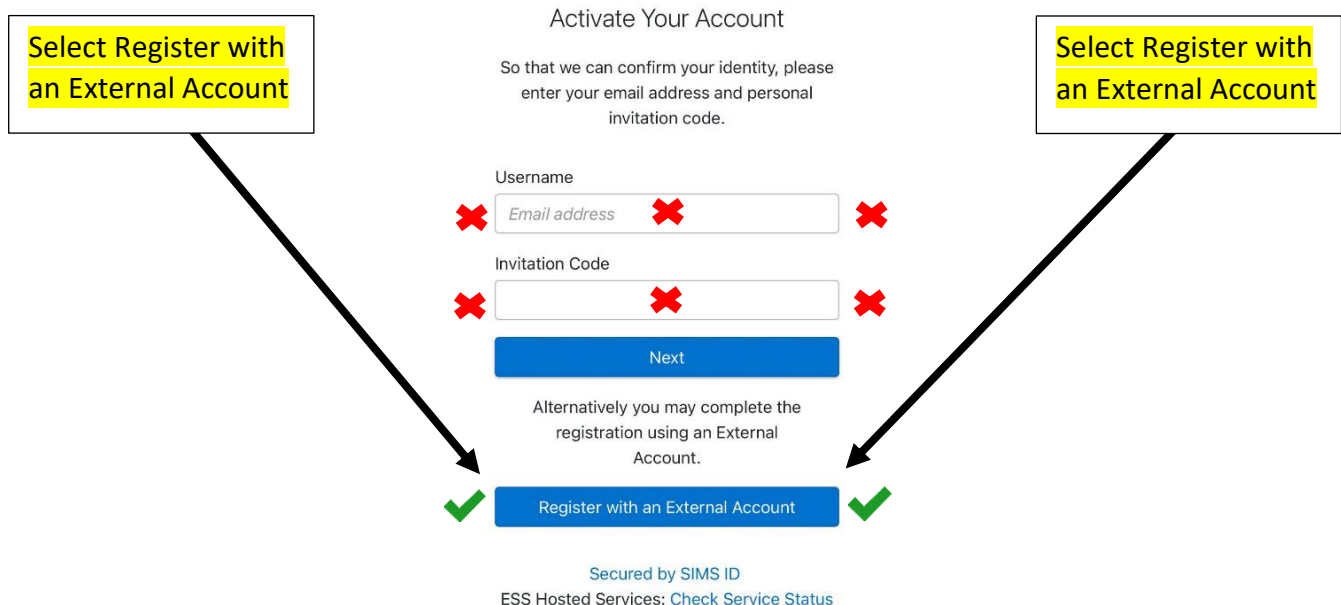
To register please use the  **Sign in with Microsoft** option when completing the following steps;

Students will receive an invite email in their @c2ken.net email inbox from noreply@sims.co.uk. It will look similar to the image below but with a unique code. To access this email, you use Outlook on the www.office.com website or download and sign into the Outlook App on your device.



Click on **Accept Invitation**


They will then be asked to Activate Your Account (ignore the username and invite code on the next screen)



Then on the next screen use the Microsoft icon  to **sign in with your @c2ken.net Microsoft account**



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On the screen below use the Microsoft icon  to **sign in with your @c2ken.net Microsoft account**






Register your account for SIMS products


Username

Password

Show Password [Forgot Password?](#)

OR

Select  Microsoft and use @c2ken.net after your **C2k username**

adfs.c2kschool.net
Sign in with your organizational account

At this point if you have not followed the above instructions and already use the invite code then you may need to request a new invite to be sent via the SIMS App form on the school website.

The following screen should then appear requiring only your invite code which can be copied from the email and pasted.



SIMS
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 to continue to the final screen



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Verify the account by answering the security question (Date of birth) include each / and then **click Verify**

A screenshot of a web form titled "Registration - Answer Security Questions". The form contains the following text: "You are required to provide a second piece of information to confirm your identity. Please answer the following question. What is your date of birth? (dd/mm/yyyy)". Below the text is a large, empty text input field. At the bottom left of the form is a blue button labeled "Verify".

Registration - Answer Security Questions

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

Please answer the following question.

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

Verify

You are now registered to access SIMS Student

Once the website loads you can scroll down to the bottom and use the Options feature. If the options screen is **blank after 60 seconds** in the Student app then contact the school. If the options screen in the Parent app is blank then check the options have been saved on the Student app before contacting the school.

If you downloaded the Student App you can now sign into as the above with your external account and then your Microsoft @c2ken.net details.

If the App doesn't automatically sign in, please select the Microsoft icon as sign in and use @c2ken.net after your **C2k username** and enter your C2K password again.

You may find the Student App useful for timetabled classes so consider keeping it on your device for future access.



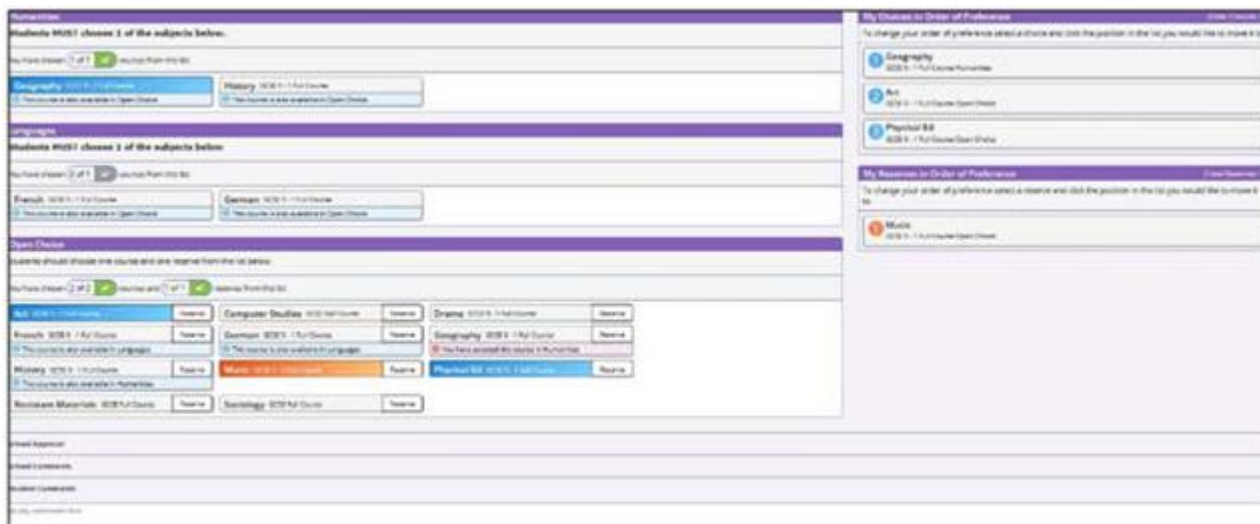
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How to use the SIMS Student App to select your GCSE choices

Students make their choices by clicking on the course item from the screens displayed.

Any requirements or restrictions defined in the relevant plan will be enforced here.

Selections are displayed to the right of the screen and the order of preference can be changed by clicking on the course name and then clicking on which course they wish it to replace. Options will move the other courses down a level of preference by default.



Comments can be added by the student in the Student Comments field at the bottom of the page.

Student Comments

Add any comments here

When all selections have been made the choices should be saved by clicking the **save** icon to the top left and the student can now sign out of the website or App.

PARENTAL AGREEMENT NEEDED

Finally, to ensure that your **parents** are in agreement with your choices, your parents must sign into the **Parent App** and confirm via the Options feature by ticking the box to **confirm the choices**.