



SIMS

helping
schools
inspire



Setting up Microsoft and Google Accounts

Applicable to SIMS Agora, SIMS
Activities, SIMS Parent, SIMS
Student and SIMS Teacher App

Revision History

Version	Change Description	Date
1.0	Initial release.	01/03/2017

© Capita Business Services Ltd 2017. All rights reserved.
No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Capita DRef: MicrosoftGoogleAccounts/MG/010317/GM

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

publications@capita.co.uk

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

C / Contents

01/ Setting Up and Using Third Party Accounts	1
Creating Microsoft and Google Accounts	1
Creating a Google Account	1
Creating a Microsoft Account	1
Linking a school email address to a Microsoft or Google Account	1
Using an Office 365 Account to Sign in	3

01 / Setting Up and Using Third Party Accounts

Creating Microsoft and Google Accounts	1
Using an Office 365 Account to Sign in	3

Creating Microsoft and Google Accounts

If school staff already have a valid Microsoft or Google account, they can use these account details to **Sign in**.

If they do not have a valid Microsoft or Google Account, use the following instructions to create one.

Staff can also use their own unique Facebook or Twitter accounts to **Sign in**.

Creating a Google Account

Instructions for how to set up a Google Account are available directly from Google (<https://support.google.com/accounts/answer/27441?hl=en>).

Creating a Microsoft Account

Instructions for how to set up a Microsoft Account are available directly from Microsoft (<http://windows.microsoft.com/en-GB/windows-live/sign-up-create-account-how>).

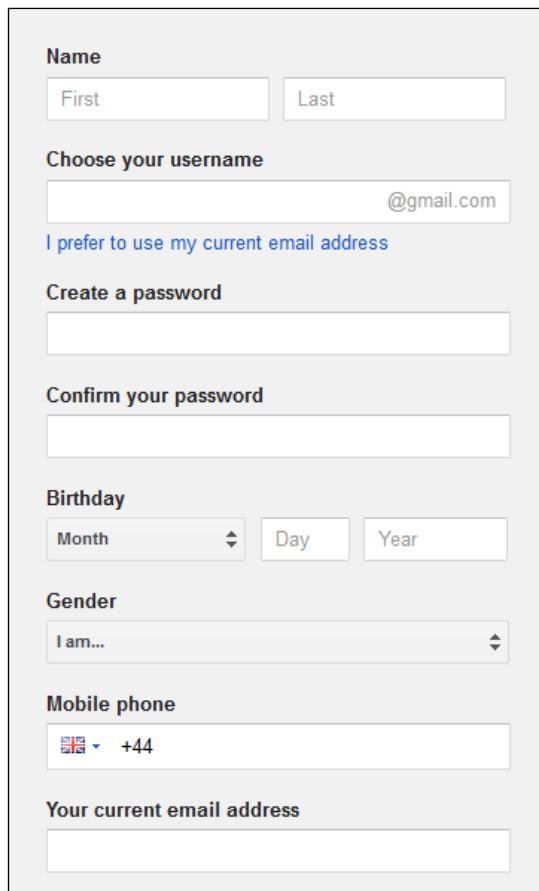
Linking a school email address to a Microsoft or Google Account

How to register your email address to create a Google account

If a new Google account is needed, this can be created quickly and for free. Instructions for how to set up a Google account are available directly from Google (<https://support.google.com/accounts/answer/27441?hl=en>).

01/ Setting Up and Using Third Party Accounts

1. In a Web browser, navigate to the Google Account website (<https://accounts.google.com/signup>).



The image shows a screenshot of the Google Account sign-up form. The form is titled 'Name' and has two input fields for 'First' and 'Last'. Below this is a section titled 'Choose your username' with a single input field and a '@gmail.com' suffix. A blue link below the username field reads 'I prefer to use my current email address'. The next section is 'Create a password' with a single input field. Below that is 'Confirm your password' with another input field. The 'Birthday' section has a 'Month' dropdown, 'Day' and 'Year' input fields. The 'Gender' section has a dropdown menu with 'I am...' selected. The 'Mobile phone' section has a country code dropdown (showing '+44') and an input field. The final section is 'Your current email address' with a single input field.

2. To use your current email address, e.g. john.smith@greenabbey.sch.uk, click the **I prefer to use my current email address** link.
3. Complete the form. You can use your existing password, if required.
4. Click the **Next step** button and follow the on-screen instructions.


How to register your email address to create a Microsoft account

If a new Microsoft account is needed, this can be created quickly and for free. Instructions for how to set up a Microsoft account are available directly from Microsoft

(<http://windows.microsoft.com/en-GB/windows-live/sign-up-create-account-how>).

1. In a Web browser, navigate to the Microsoft Live website (<https://signup.live.com>).

- Use your current email address, e.g. john.smith@greenabbey.sch.uk, and complete the form. You can use your existing password, if required.



Create an account

You can use any email address as the username for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet or phone, Xbox Live, Outlook.com or OneDrive, use that account to [sign in](#).

First name **Surname**

Username

someone@example.com

[Get a new email address](#)

Password

8-character minimum; case-sensitive

Re-enter password

Country/region

United Kingdom ▼

Date of birth

Day ▼

Month ▼

Year ▼

IMPORTANT NOTE: After signing up, Microsoft will send an email with a link to verify your user name. You must verify the link Microsoft send to you before your Microsoft account is activated. Once the Microsoft account has been created and verified, it can be used to **Sign in**.

Using an Office 365 Account to Sign in

Login

Choose Account Type

Sign-in with Office 365

Sign-in with Twitter

Sign-in with Facebook

Sign-in with Microsoft Account

Sign-in with Google

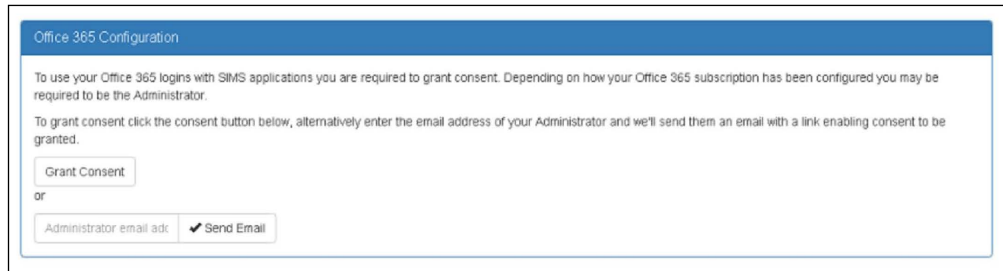
Office 365

Depending on how Office 365 is configured for your school you may require your Office 365 Administrator to grant consent for your Office 365 accounts to be used with SIMS applications. Click the link below to begin this process.

[Configure Office 365](#)

01 | Setting Up and Using Third Party Accounts

1. On the right-hand side of the **Login** page, click the **Configure Office 365** link to display the **Office 365 Configuration** page.



Office 365 Configuration

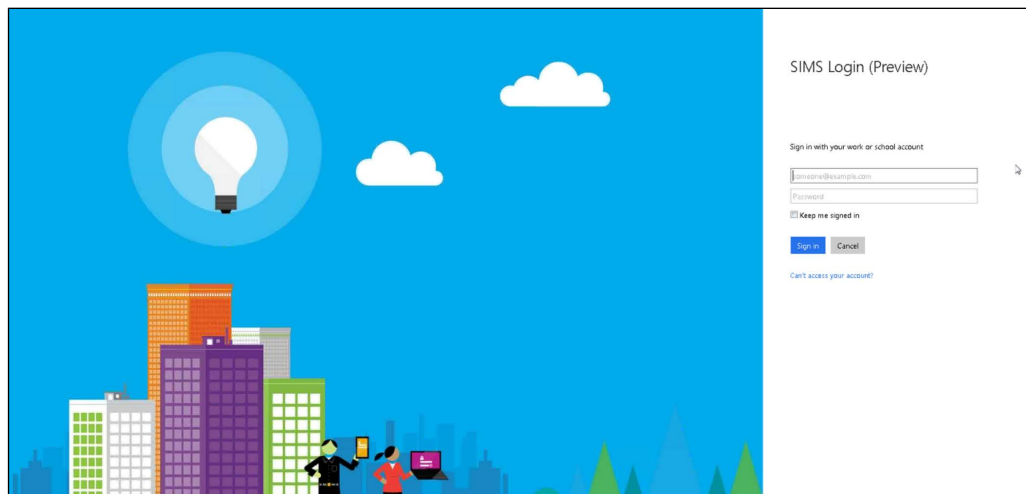
To use your Office 365 logins with SIMS applications you are required to grant consent. Depending on how your Office 365 subscription has been configured you may be required to be the Administrator.

To grant consent click the consent button below, alternatively enter the email address of your Administrator and we'll send them an email with a link enabling consent to be granted.

or

Administrator email address: Send Email

2. If you are the global administrator of the school's Office 365 account, click the **Grant Consent** button.



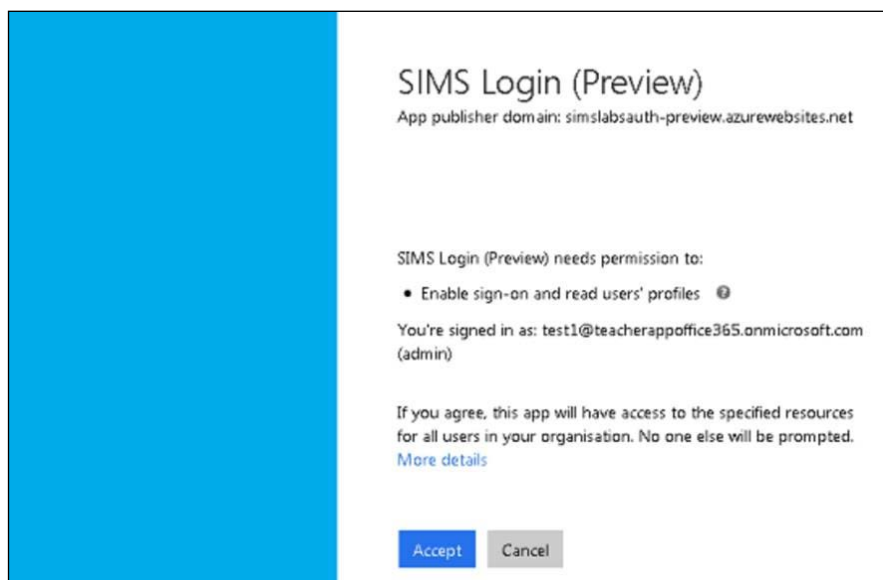
SIMS Login (Preview)

Sign in with your work or school account

Keep me signed in

[Can't access your account?](#)

3. Enter your Office 365 Global Administrator account details then click the **Sign in** button.



SIMS Login (Preview)

App publisher domain: simslabsauth-preview.azurewebsites.net

SIMS Login (Preview) needs permission to:

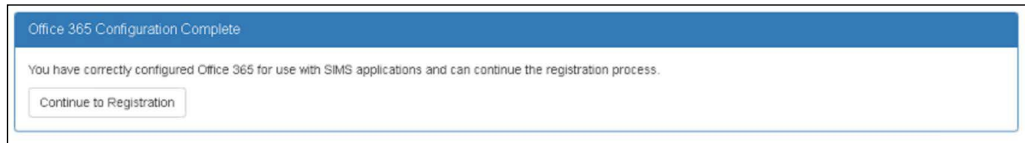
- Enable sign-on and read users' profiles

You're signed in as: test1@teacherappoffice365.onmicrosoft.com (admin)

If you agree, this app will have access to the specified resources for all users in your organisation. No one else will be prompted.

[More details](#)

4. When prompted, click the **Accept** button.



5. Click the **Continue with Registration** button.

IMPORTANT NOTE: If you are not the not the Global Administrator of the school's Office 365 account, then enter the email of address of your Administrator and click the **Send Email** button. Your administrator will then receive an email that contains a link, enabling consent to be granted. You should ask your administrator to click the **Associate Office 365 with SIMS** link in the email to grant consent. The **Azure Active Directory** login screen will then be displayed, where they can sign in using their Office 365 Global Administrator account details.

As the Office 365 administrator you've been asked to make an association between your Office 365 Active Directory and SIMS to enable your school to use new SIMS software. Click the link below to complete this process.

[Associate Office 365 with SIMS](#)

If you'd like to unsubscribe and stop receiving these emails [click here](#).

Click [here](#) to report this email as spam.

6. Click the **Sign in with Office 365** link on the **Login** page to sign in.

