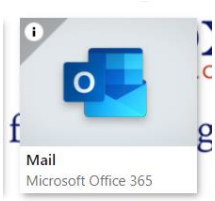
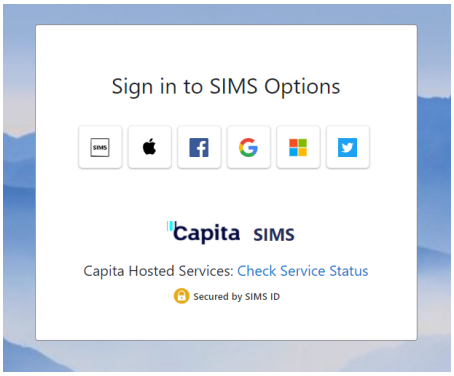
# Student Instructions for registering with SIMS Options Online

1. Log into your **school email account** by going to https://foxford.rmunify.com/ and sign-in using your school log-in details. On the RM Unify dashboard, click on mail

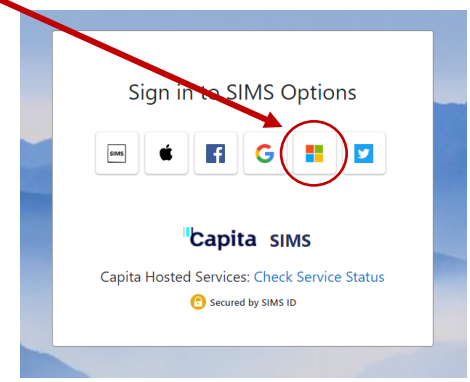



2. You will have an invitation email from noreply@sims.co.uk. This will provide you with a dedicated link just for you. Please check your spam/junk inbox if the email does not appear in your inbox. If you do not receive an email, please email options@foxford.coventry.sch.uk.

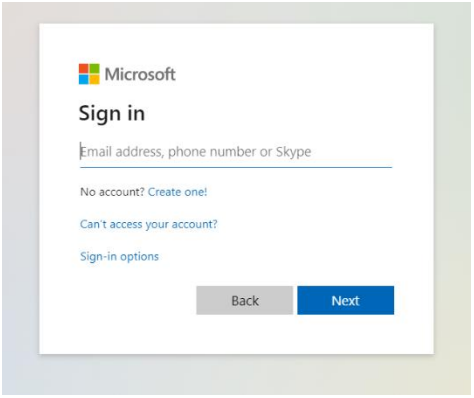
3. Follow the link in the email to be directed to the sign-in page



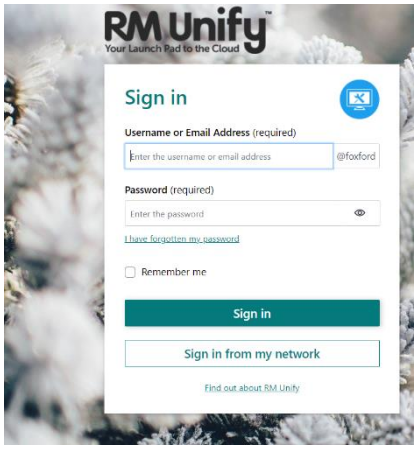

4. Choose the Microsoft sign-in method to register (Do not use any others)




5. You will be taken to a log-in screen. On this screen **use your school email address** (your username)@foxford.coventry.sch.uk




6. Click ‘next’ and then you will be redirected to an RM Unify log-in page or if you are already logged in to RM Unify you will automatically be logged into Options Online




7. You will then be taken to a registration screen. Make sure your name is listed in the registration box that appears and then click the blue, ‘register’ button.




You will then be asked for your date of birth to confirm who you are. **Please enter this using the format (dd/mm/yyyy)**. For example 28/04/2008.

8. You should now be registered. Please close you internet browser and follow the instructions on ‘Making choices in SIMS Options Online’. (Please see separate guide and video provided).