

## Logging into SIMS ID

Website address:

<https://id.sims.co.uk>

username: [username@shirelandhall.sandwell.sch.uk](mailto:username@shirelandhall.sandwell.sch.uk)

Password: ***your openhive password***

SIMS ID is a secure website which contains all of the information, communications and resources used within the federation, such as staff shared documents, e-mail and announcements. It can be accessed anywhere with an internet connection.

SIMS ID provides links to the Office 365 Portal which is a Microsoft product for full functionality of the site please use the Internet Explorer browser

To access SIMS ID, open your web browser, and type in the above website address into the Address bar. Alternatively search for either George Betts or Shireland Hall's websites and click on **SIMS ID**. You will be prompted to enter your logon details.

Please enter username and password here

Sign in to SIMS ID

@shirelandhall.sandwell.sch.uk

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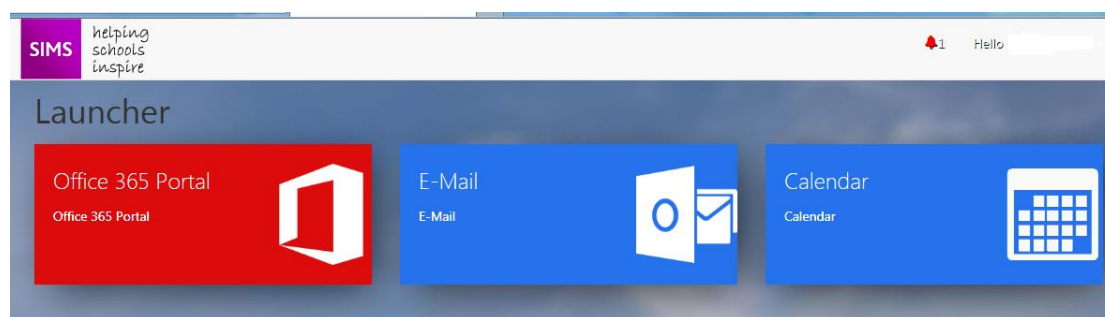
Sign in

In the interest of security you are advised not to save your username or password in the browser

You will then be asked you to set your security questions in case you need to reset your password.

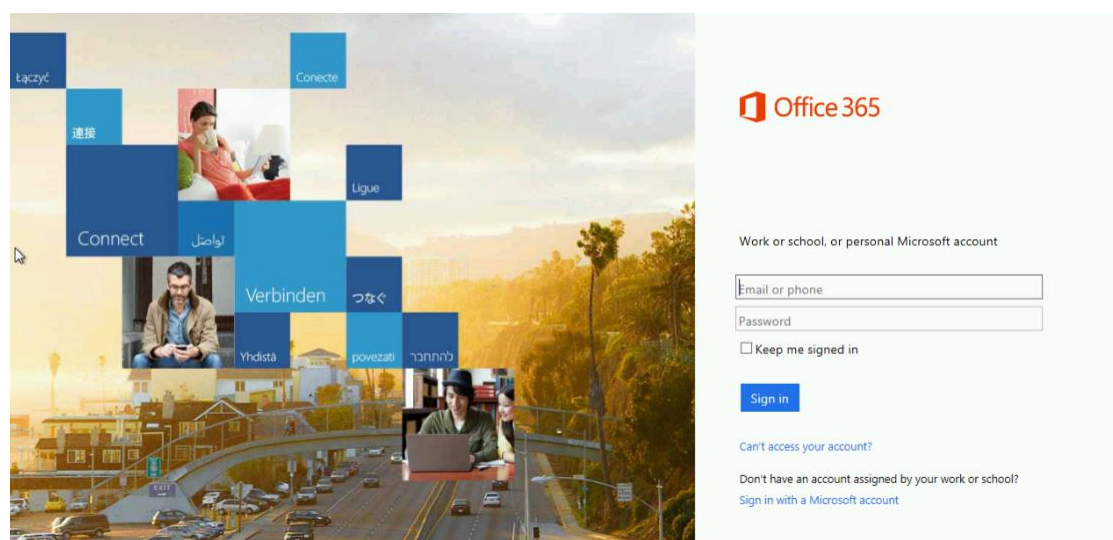
What is your mother's maiden name ▼	<input type="text"/>
What is your father's middle name ▼	<input type="text"/>
The place you were born? ▼	<input type="text"/>
Name a street you grew up on? ▼	<input type="text"/>
What is your favourite hobby / activity ▼	<input type="text"/>

The following tiles should then be displayed

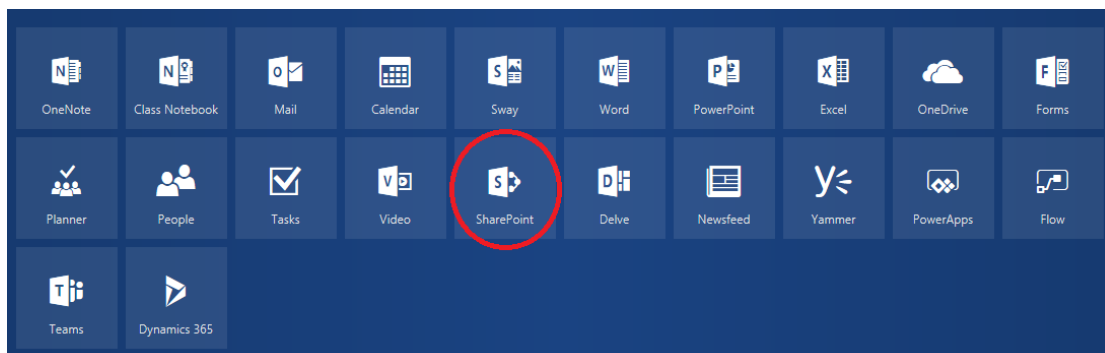


Click on Office 365 **Portal** to access the academies **sharepoint** site  
Email and calendar are no longer in use by the academy but will still work.

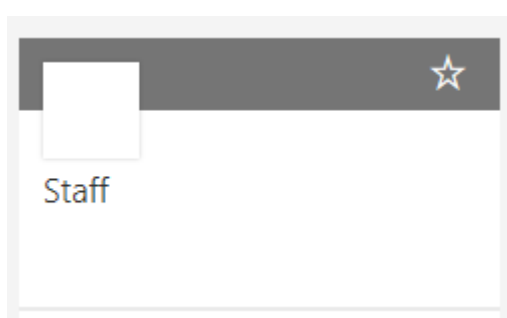
Sometimes you may see a screen that looks like this. Please enter your **email address** and password again to access the feature you want to use.



You should now be looking at a selection of tiles click on SharePoint to access the staff portal



Finally click on staff to access the staff portal



**Do not share your SIMS ID password with anybody including members of SLT. Members of IT Support will not need your password to access your documents but may reset your password for testing purposes if you are experiencing technical issues.**

**As part of your staff induction you should be given and SIMD ID tour, for further advice using SIMS ID please see a member of the ICT Support team.**