

Microsoft Office 365 Schools actions

	Stage	Action	How	Response
1	I don't have a SIMS ID Site	Request a SIMS ID Site	Contact educationsalesadmin@sims.co.uk	A SIMS ID site will be created and an initial admin account will be provided.
2	I have a SIMS ID Site but do not have an admin account	Request an Admin account	Contact your SSU if they manage your SIMS ID site or Capita support	You will be informed who the admin is at your site or will be provided with an admin account.
3	I need to connect SIMS to SIMS ID	Install the SSM module. This will already be there if you use Parent App, SIMS Pay or SIMS options or you are a Hosted SIMS school	Step 1 - https://id.sims.co.uk/support/wiki/62/setting-username-formats Step 2 - https://id.sims.co.uk/support/wiki/57/setting-up-the-people-service-ssm-module-in-sims	This will link SIMS and SIMS ID.
4	I want to provision office 365 users	Follow the Office 365 Self on boarding pathway to completion.	Step 3 – https://id.sims.co.uk/support/wiki/59/office-365-self-onboarding	This will match existing Office 365 Users with your SIMS Data and allow SIMS ID to provision and manage your Office 365 Accounts.
5	I want to enable School Data Sync for Provisioning Microsoft team	If you have not using SIMS ID to provision Office 365 accounts Follow the Office 365 Self on boarding until you are advised to stop. Then follow the Microsoft SDS self onboarding instructions.	Step 3 – https://id.sims.co.uk/support/wiki/59/office-365-self-onboarding Step 4 - https://id.sims.co.uk/support/wiki/60/self-onboarding-of-microsoft-school-data-sync	This will match existing Office 365 Users with your SIMS Data but will not replace your current provisioning method. This will enable SDS data transfer for your site to enable Microsoft Teams.
6	I want to enable On Note Class Notebook Assessment write back to SIMS	You need to follow steps 1, 2 above and then follow the OneNote Assessment write back pathway	Step 5- https://id.sims.co.uk/support/wiki/68/	This will enable Class Notebook to transfer Assessment data back to SIMS. You may wish to refer to https://id.sims.co.uk/support/wiki/78/ to read about using OneNote Class Notebook and SIMS

The following table details what steps you need to carry out for each desire outcome

Service (Desired Outcome)	SSM(SIMS Online Client Service) activated	SSM (Send SIMS timetable to Office365) activated	User data import	User matching	Activate OneNote write back	Activate SDS	Issue user accounts	Federate domain
Office 365 Provisioning	Yes	No	Yes	Yes*	No	No	All users	Yes
Users into MS teams	Yes	No	Yes	Yes*	No	Yes	No	No
OneNote Assessment writeback	Yes	No	Yes	No	Yes	No	Teaching Staff only	No
SIMS timetable to O365 Calendar	Yes	Yes	Yes	Yes*	No	No	No	No

For Full support information see <https://id.sims.co.uk/support/> and look under Local Site Administrator.