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SIMS Teacher app Office 365 Integration Guide

Version 2.1

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Introduction

About this Document

This document provides a useful reference for school administrators to help integrate the SIMS Teacher app service with their school's Office 365 Active Directory.

About the SIMS Teacher app and Office 365 Integration

Many schools are now using Office 365. With the SIMS Teacher app, teachers can use their Office 365 account details to login to the app. This means that teachers don't need to remember multiple usernames or passwords, saving time, frustration and allows for a more seamless user experience and easier user account management for the school.

Pre-Requisites

The following prerequisites must be complete before linking the school's Office 365 Active Directory to the SIMS Teacher app:

- Office 365 has been successfully setup at the school and user access details are created for the school's teaching staff.
- You have Administrator permissions to your Office 365 Active Directory, or can access to your school's Office 365 Administrator to complete the integration approval step.
- The SIMS Teacher app has been ordered and the school has received their activation and setup details.

Schools in Wales using O365 with the Hwb tenancy

Where schools in Wales use the Hwb O365 tenancy, the SIMS Teacher app is already authenticated with the tenancy, which means that school staff can use their Hwb O365 account to access the Teacher app.

There is no requirement to request additional association with the Hwb tenancy as this has been created already.

Note: when users are asked to enter their Hwb O365 email address this should be **username@HwbCymru.net**, the authentication will not work if they try to authenticate using username@hwbmail.net.

Getting started with the SIMS Teacher app Office 365 login integration/association

To help schools get started with the integration of the SIMS Teacher app to their Office 365 Active Directory we have provided information for the following scenarios:

1. You are the Teacher app Administrator, and you wish to access the Teacher app Management Console with your Office 365 account

The information in the following scenario is for schools who have not yet installed or setup the SIMS Teacher app:

- I would like to enable the Teacher app to link to my Office 365 Active Directory to allow myself as an administrator to use my O365 login details to access the Teacher app. [Find out how >>](#)

2. You wish to allow your school staff to access the SIMS Teacher app with their Office 365 accounts

The information in the following scenarios are for schools who are currently using the SIMS Teacher app or have already completed their installation and setup:

- a) We have the Teacher app setup, but I want teachers to now use the school's Office 365 Active Directory user details to access the app - **I do have** a global administrator Office 365 account. [Find out how >>](#)
- b) We have the Teacher app setup, but I want teachers to now use the school's Office 365 Active Directory user details to access the app - **I do not** have a global administrator Office 365 account. [Find out how >>](#)
- c) I am the school Teacher app administrator - I want to change my login access to now use my Office 365 login details to access the Teacher app management console. [Find out how >>](#)

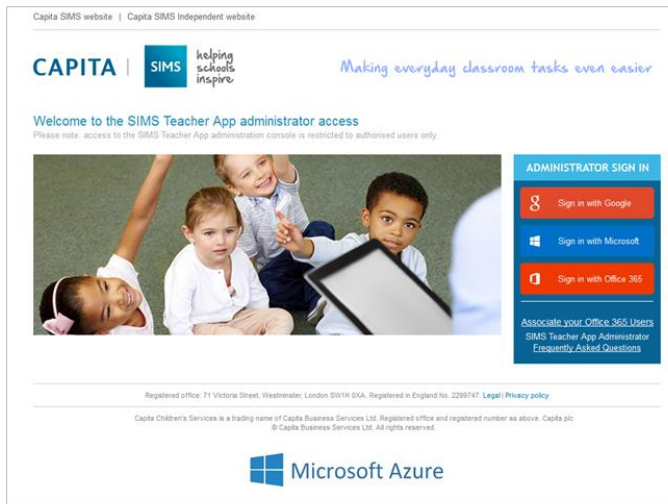
Office 365 Active Directory Integration Scenarios

1. New Setup of the SIMS Teacher App

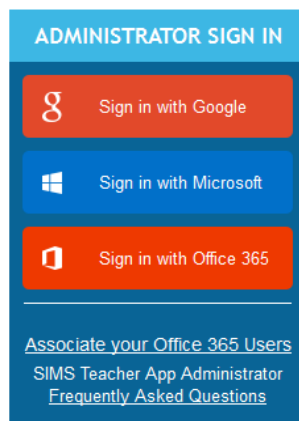
The information in the following scenario is for schools who have not yet setup the SIMS Teacher app:
I would like to enable the Teacher app to link to my Office 365 Active Directory to allow myself as an administrator to use my O365 login details to access the Teacher app.

Get started by accessing the Teacher app management setup site

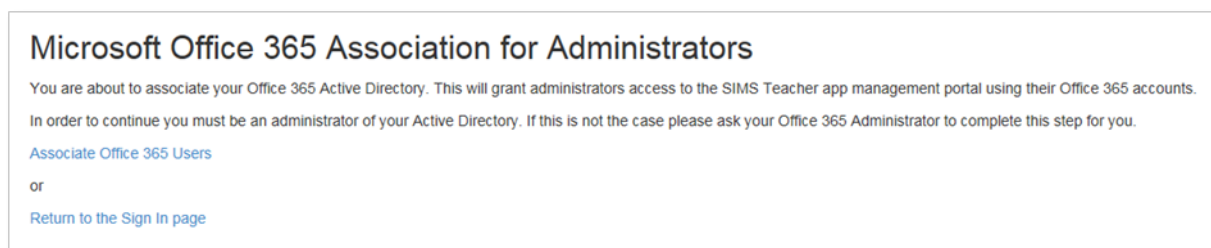
1. Navigate to setup.capita-sims.co.uk to display the SIMS Teacher app management setup site.



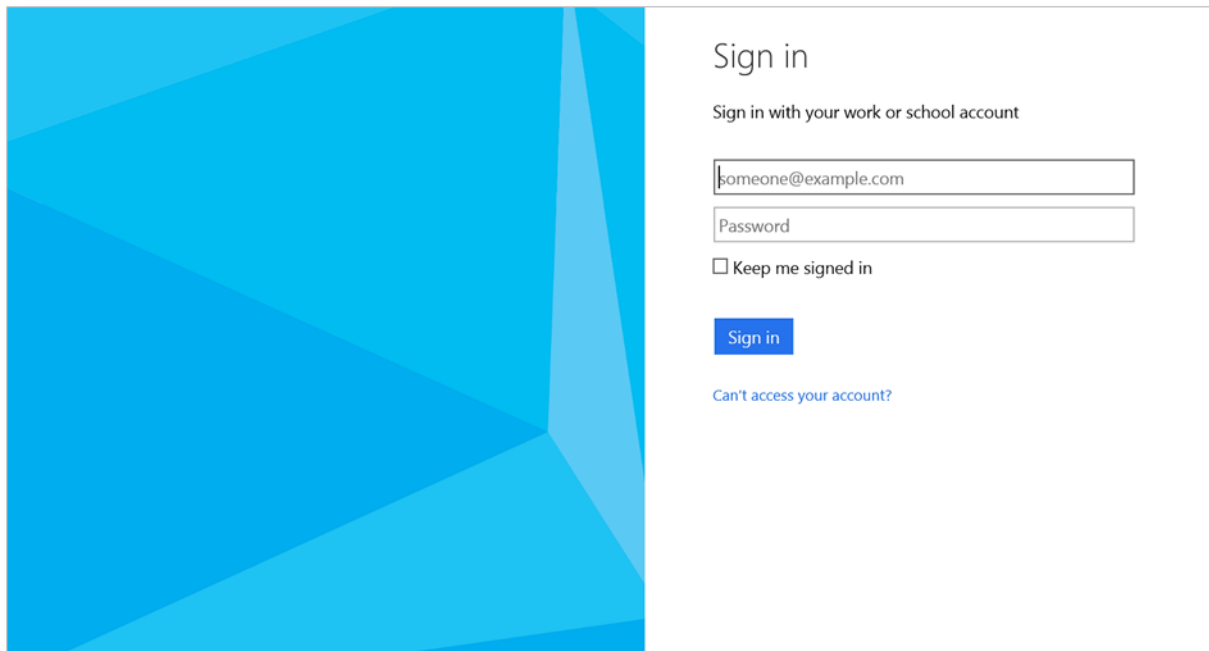
2. Select **Associate your Office 365 Users** from the login panel.



3. The **Microsoft Office 365 Association for Administrators** page is displayed.



- Click **Associate Office 365 Users** to navigate to the Azure Active Directory login screen.

The image shows the Azure Active Directory 'Sign in' page. On the left is a blue abstract geometric background. On the right is a white sign-in form. The form has the heading 'Sign in' and the instruction 'Sign in with your work or school account'. It contains two input fields: one for an email address (pre-filled with 'someone@example.com') and one for a password. Below these is a checkbox labeled 'Keep me signed in'. A blue 'Sign in' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Can't access your account?'.

Sign in

Sign in with your work or school account

someone@example.com

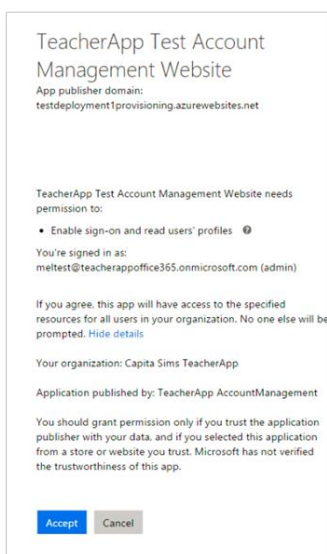
Password

☐ Keep me signed in

Sign in

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

- Enter your **Office 365 Global Administrator account details** (username and password) and click **Sign in**.
- Click the **Accept** option for the trust association between the Teacher app and your Office 365 Active Directory.

The image shows a consent screen for the 'TeacherApp Test Account Management Website'. It has a title and subtitle, followed by the app publisher domain. A section titled 'TeacherApp Test Account Management Website needs permission to:' lists a permission: 'Enable sign-on and read users' profiles'. Below this, it shows the user is signed in as 'meltest@teacherappoffice365.onmicrosoft.com (admin)'. A paragraph explains that if the user agrees, the app will have access to specified resources for all users in the organization. It identifies the organization as 'Capita Sims TeacherApp' and the application publisher as 'TeacherApp AccountManagement'. A final paragraph advises that permission should only be granted if the user trusts the application publisher. At the bottom are 'Accept' and 'Cancel' buttons.

TeacherApp Test Account Management Website

App publisher domain:
testdeployment1provisioning.azurewebsites.net

TeacherApp Test Account Management Website needs permission to:

- Enable sign-on and read users' profiles

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

If you agree, this app will have access to the specified resources for all users in your organization. No one else will be prompted. [Hide details](#)

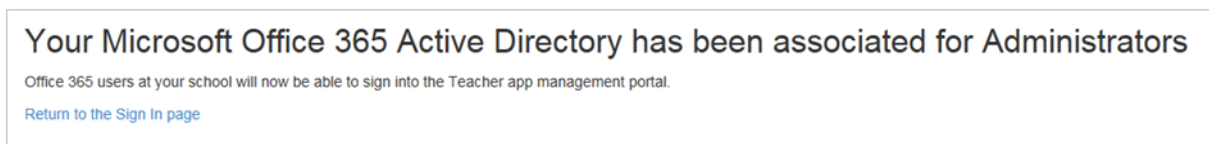
Your organization: Capita Sims TeacherApp

Application published by: TeacherApp AccountManagement

You should grant permission only if you trust the application publisher with your data, and if you selected this application from a store or website you trust. Microsoft has not verified the trustworthiness of this app.

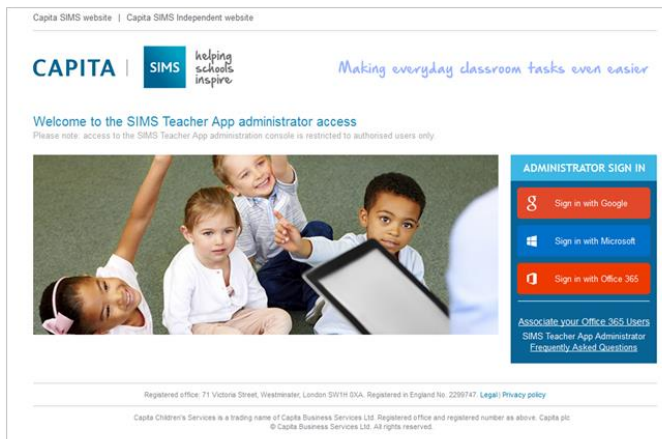
Accept Cancel

- You are redirected to the following page.

The image shows a success message box with a grey border. It contains the heading 'Your Microsoft Office 365 Active Directory has been associated for Administrators', a line of text stating 'Office 365 users at your school will now be able to sign into the Teacher app management portal.', and a blue link 'Return to the Sign In page'.

- Select **Return to the Sign in page** to redirect to the Teacher app management login screen.

- Click on the **Sign in with Office 365** option.



- If prompted, enter your **Office 365 account details** (username and password) and click **Sign in**.



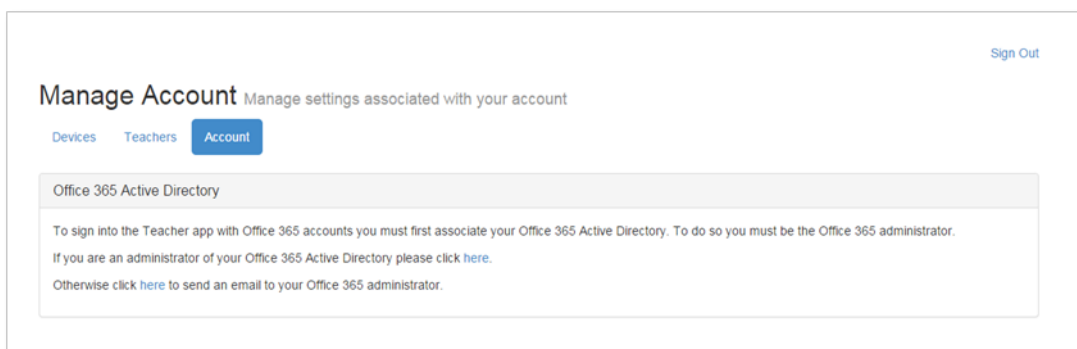
NOTE: If you have not yet set up the SIMS Teacher app service, you will not be able to access the system.

2. Staff Access to the SIMS Teacher app with Office 365

The information in the following scenarios are for schools who are currently using the SIMS Teacher app or have already completed the setup.

I have a global administrator Office 365 account and I want teachers to use the school's Office 365 Active Directory user details to access the Teacher app.

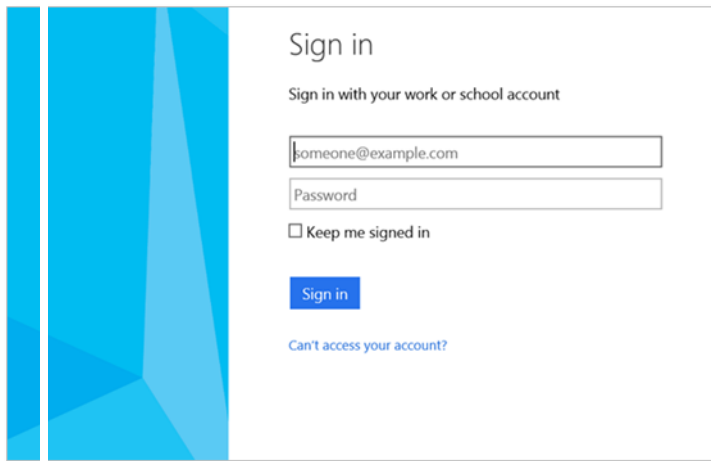
- Sign into the SIMS Teacher app management console via <http://setup.capita-sims.co.uk>.
- Within the management console access the **Account** page.



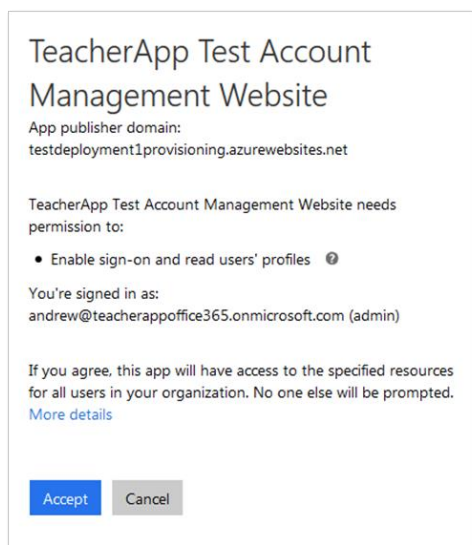
- On the Account page, you will be able to enable the link from the SIMS Teacher app to the school's Office 365 Active Directory.

Making the integration link where you are the administrator of the school's Office 365 Active Directory

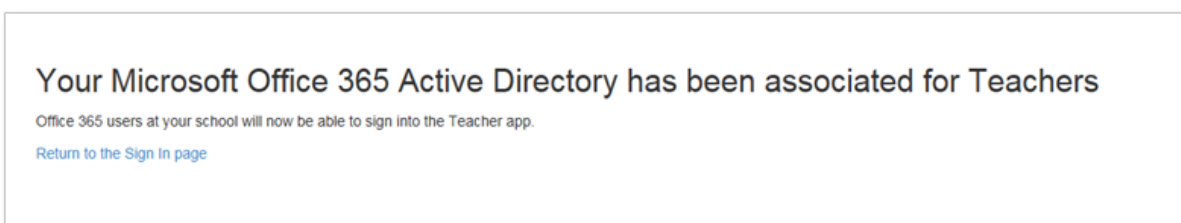
1. Select the relevant link if you are an administrator of the school's Office 365 Active Directory. You will be directed to the Azure Active Directory login screen.



2. Enter your **Office 365 Global Administrator account details** (username and password) and click **Sign in**.
3. Click **Accept** for the trust association between Teacher app and your Office 365 Active Directory.



4. You will then be redirected to the page below.



- Click **Return to the Sign in page** to return to the SIMS Teacher app Management Portal where you can review the associated Office 365 Active Directory in the **Account** page.

Manage Account Manage settings associated with your account

[Devices](#)[Teachers](#)[Account](#)

Successfully associated your Office 365 Active Directory Users. Users at your school will now be able to login into the app.

Office 365 Active Directory

The following Active Directory for this school has been setup for use with the Teacher app

Name

Registered by

[Remove Office 365 Association](#)



NOTE: Once these steps have successfully been completed, your SIMS Teacher app will now be connected to your school's Office 365 Active Directory.

I do not have a global administrator Office 365 account and I want teachers to now use the school's Office 365 Active Directory user details to access the teacher app

- Sign into the SIMS Teacher app management console <http://setup.capita-sims.co.uk>.
- Within the management console, access the **Account** page. Select the bottom **here** hyperlink to send an email to your Office 365 administrator.

[Sign Out](#)

Manage Account Manage settings associated with your account

[Devices](#) [Teachers](#) [Account](#)

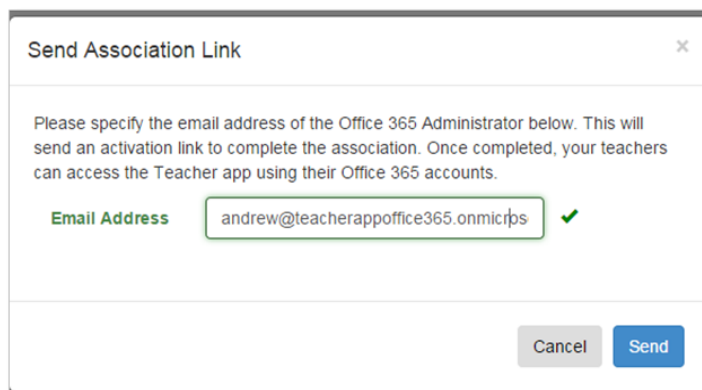
Office 365 Active Directory

To sign into the Teacher app with Office 365 accounts you must first associate your Office 365 Active Directory. To do so you must be the Office 365 administrator.

If you are an administrator of your Office 365 Active Directory please click [here](#).

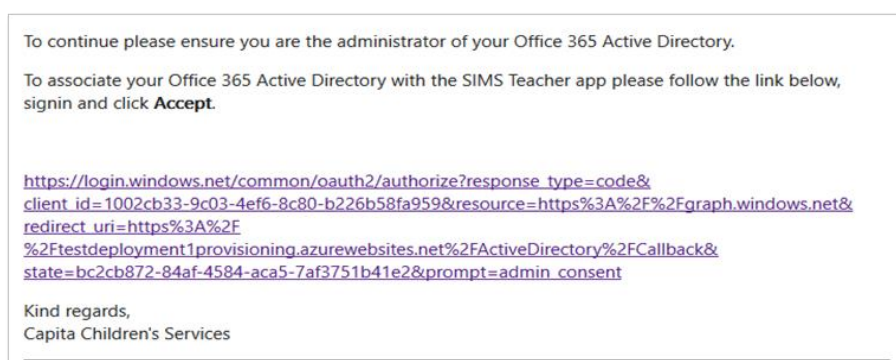
Otherwise click [here](#) to send an email to your Office 365 administrator.

- Enter the **Email Address** of the school's Office 365 Global Administrator and click **Send**.



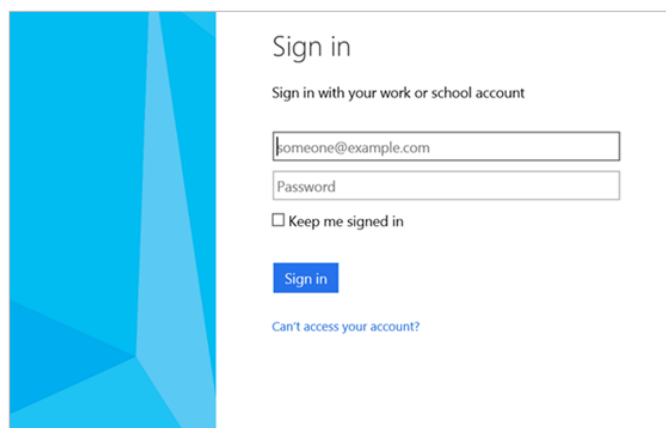
A dialog box titled "Send Association Link" with a close button (X) in the top right corner. The text inside says: "Please specify the email address of the Office 365 Administrator below. This will send an activation link to complete the association. Once completed, your teachers can access the Teacher app using their Office 365 accounts." Below this text is a label "Email Address" followed by a text input field containing "andrew@teacherappoffice365.onmicrps" and a green checkmark icon to its right. At the bottom of the dialog are two buttons: "Cancel" and "Send".

- An email is sent to the Office 365 Global Administrator that provides a link to accept the trust association between the Teacher app and the school's Office 365 Active Directory.



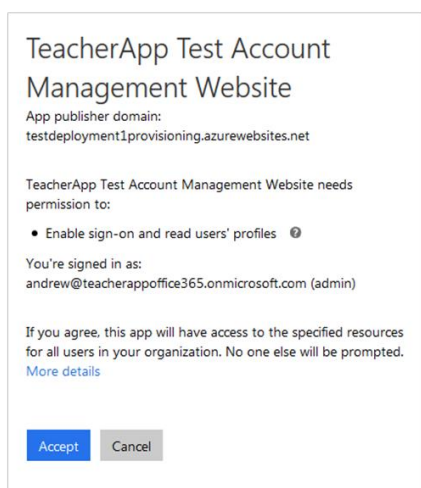
An email body text. It starts with "To continue please ensure you are the administrator of your Office 365 Active Directory." followed by "To associate your Office 365 Active Directory with the SIMS Teacher app please follow the link below, signin and click **Accept**." Below this is a long URL: https://login.windows.net/common/oauth2/authorize?response_type=code&client_id=1002cb33-9c03-4ef6-8c80-b226b58fa959&resource=https%3A%2F%2Fgraph.windows.net&redirect_uri=https%3A%2F%2Ftestdeployment1provisioning.azurewebsites.net%2FActiveDirectory%2FCallback&state=bc2cb872-84af-4584-aca5-7af3751b41e2&prompt=admin_consent. The email ends with "Kind regards, Capita Children's Services".

- When the Office 365 Global Administrator clicks on the link within the email, they are directed to the Azure Active Directory login screen.

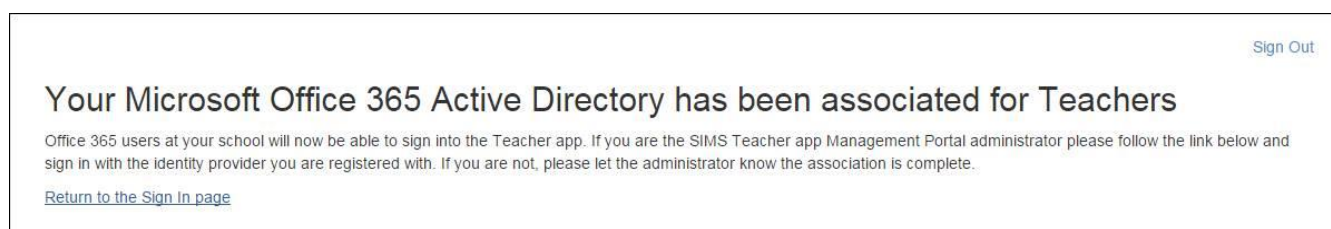


A "Sign in" screen for Azure Active Directory. It has a blue geometric background on the left. The text says "Sign in" followed by "Sign in with your work or school account". There are two input fields: "Username" (containing "someone@example.com") and "Password". Below these is a checkbox labeled "Keep me signed in". A blue "Sign in" button is below the checkbox. At the bottom, there is a link "Can't access your account?".

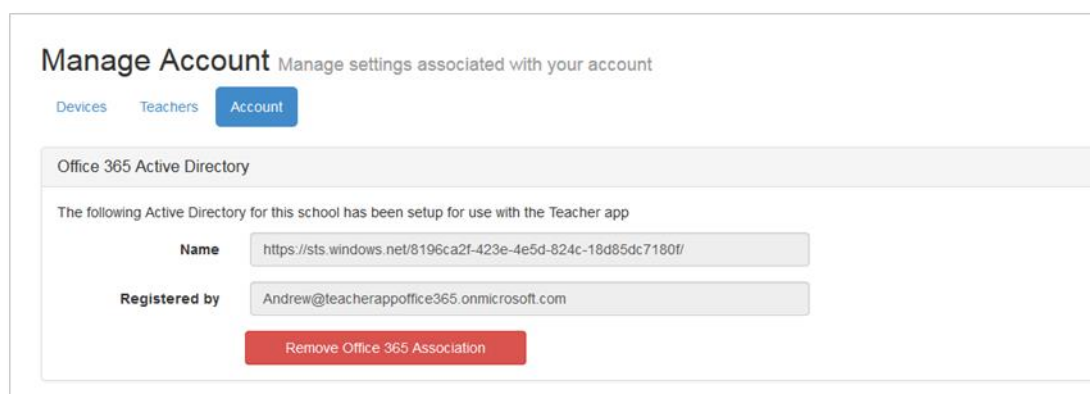
- They will need to enter their Office 365 Global Administrator account details (username and password) and click **Sign in**.
- Click **Accept** for the trust association between Teacher app and your Office 365 Active Directory.



8. They will then be redirected to the following page.



9. Click on the **Return to the Sign in page** to return to the SIMS Teacher app Management Portal, where you can review the associated Office 365 Active Directory in the **Account** page.



NOTE: Once these steps have successfully been completed, your SIMS Teacher app will now be connected to your school's Office 365 Active Directory.

Removing the School's Office 365 Integration with the SIMS Teacher app

1. To remove the Office 365 association with the Teacher app, access **Teacher app management console | Account** page.
2. Click **Remove Office 365 Association**.

Manage Account Manage settings associated with your account

Devices Teachers **Account**

Office 365 Active Directory

The following Active Directory for this school has been setup for use with the Teacher app

Name	https://sts.windows.net/8196ca2f-423e-4e5d-824c-18d85dc7180f/
Registered by	Andrew@teacherappoffice365.onmicrosoft.com

Remove Office 365 Association

3. Confirm that you wish to remove your Office 365 Active Directory Association by clicking **Yes**.

Are you sure?

You are about to remove your Office 365 Active Directory association with the Teacher app. This will not remove Teacher app permissions to your Active Directory. If you wish to remove these permissions please go to the administration area of your Office 365 Active Directory and remove the permissions.

Cancel Yes

4. To close the dialog, click **Cancel**.
5. Upon removing the association the following success message is displayed. You now have the option to associate an Office 365 Association.

Manage Account Manage settings associated with your account

Devices Teachers **Account**

Successfully removed Office 365 Active Directory association. Users will no longer be able to use their Office 365 accounts with the Teacher app. This will not remove Teacher app permissions to your Active Directory. If you wish to remove these permissions please go to the administration area of your Office 365 Active Directory and remove the permissions.

Office 365 Active Directory

To sign into the Teacher app with Office 365 accounts you must first associate your Office 365 Active Directory. To do so you must be the Office 365 administrator. If you are an administrator of your Office 365 Active Directory please click [here](#). Otherwise click [here](#) to send an email to your Office 365 administrator.