**Microsoft Office 365 Schools actions**

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|  | Stage | Action | How | Response |
| 1 | I don’t have a SIMS ID Site | Request a SIMS ID Site | Contact [educationsalesadmin@sims.co.uk](mailto: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

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| **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.