



**Version 2.5****Information use and disclaimer**

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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 pre-requisites 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 grant 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 >>](#)

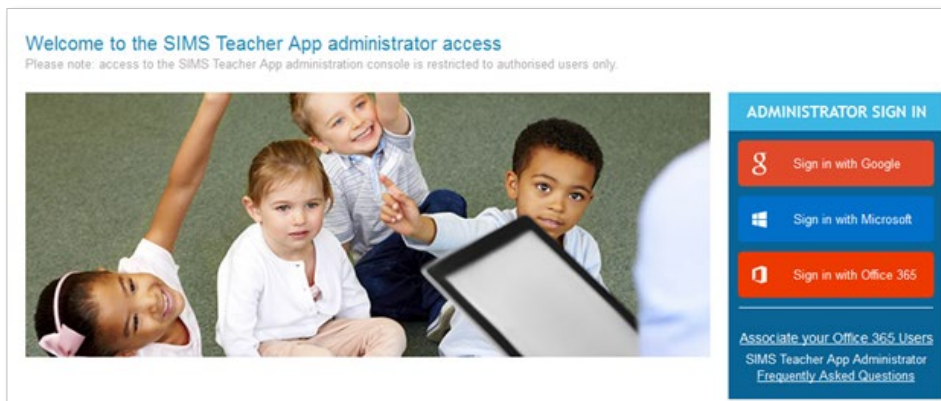
# Office 365 Active Directory Integration Scenarios

## 1. New Setup of the SIMS Teacher App

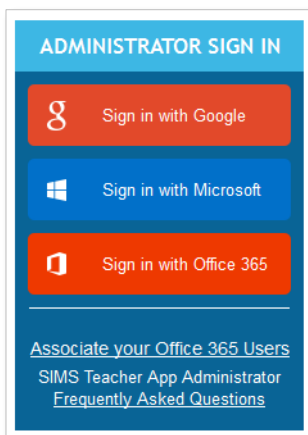
The information in the following scenario is for schools who have not yet setup the SIMS Teacher app:  
I would like to enable the Teacher app to link to my Office 365 Active Directory to allow myself as an administrator to use my O365 login details to access the Teacher app.

### Get started by accessing the Teacher app management setup site

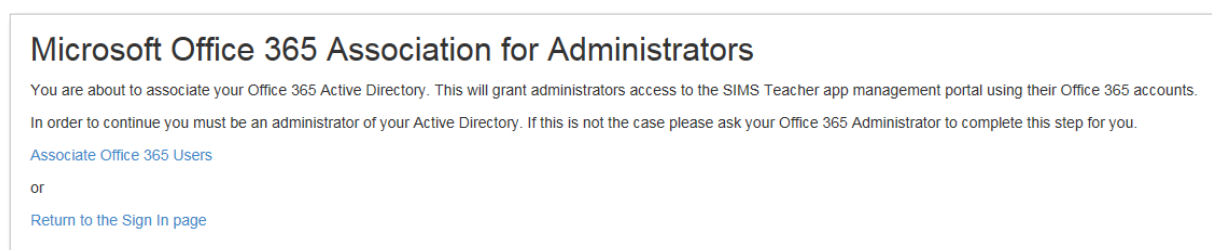
1. Navigate to [teacherapp.sims.co.uk](https://teacherapp.sims.co.uk) to display the SIMS Teacher app management setup site.



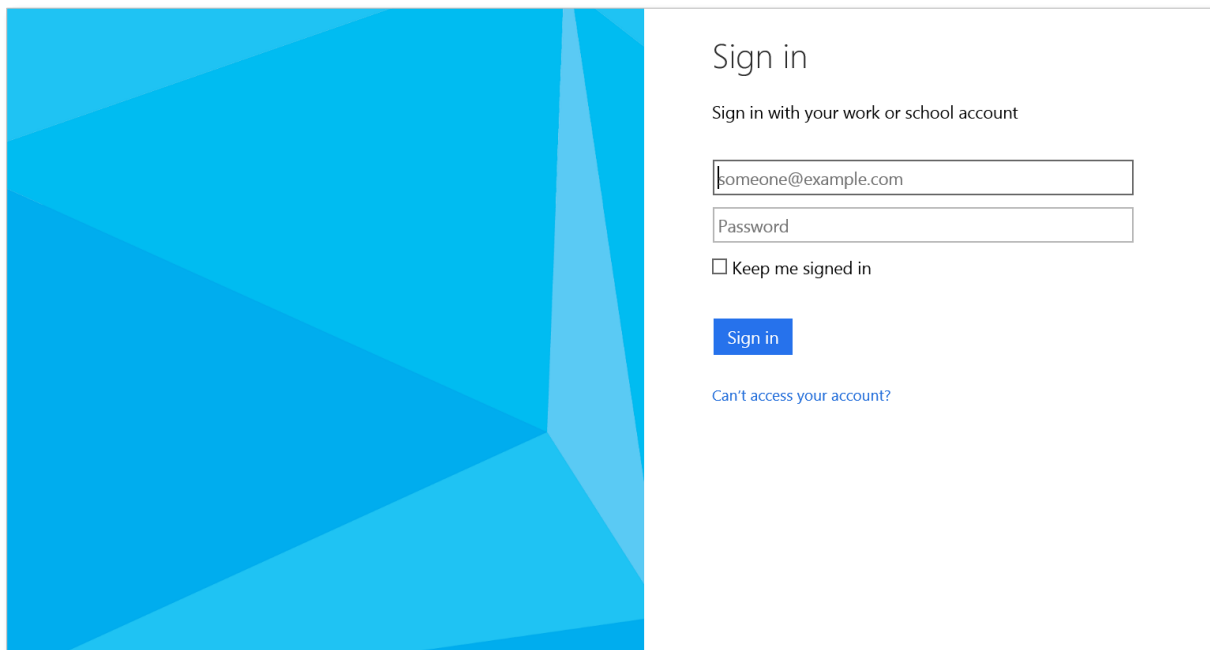
2. Select **Associate your Office 365 Users** from the login panel.



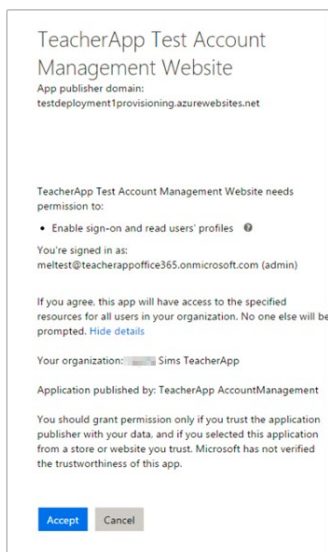
3. The **Microsoft Office 365 Association for Administrators** page is displayed.



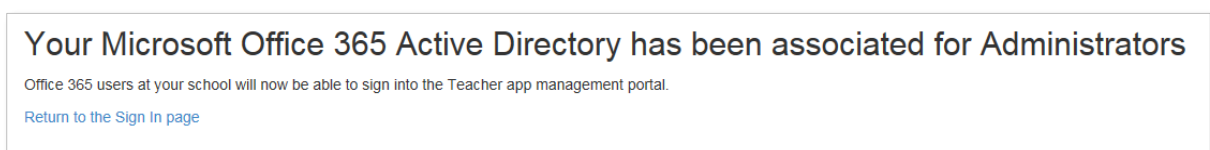
- Click **Associate Office 365 Users** to navigate to the Azure Active Directory login screen.



- 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.



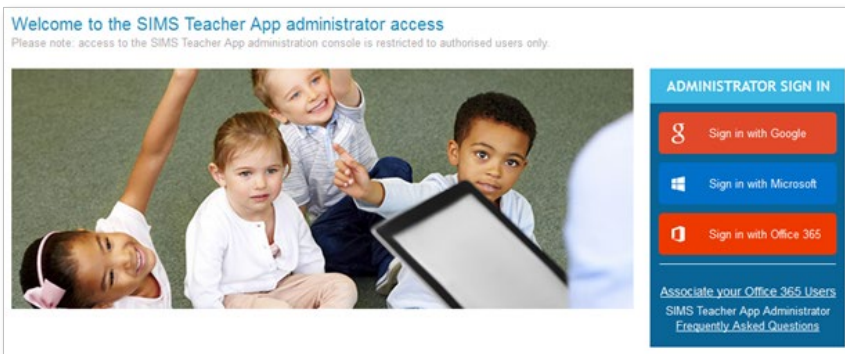
- You are redirected to the following page.



- 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**.



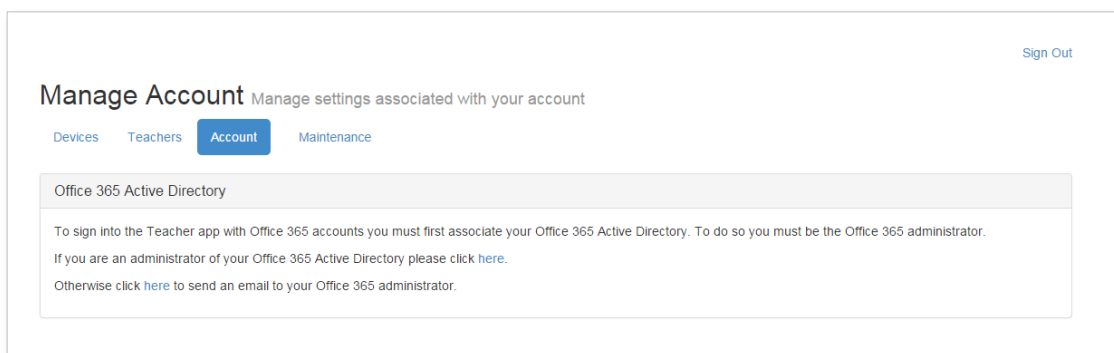
**NOTE:** If you have not yet set up the SIMS Teacher app service, you will not be able to access the system.

## 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.

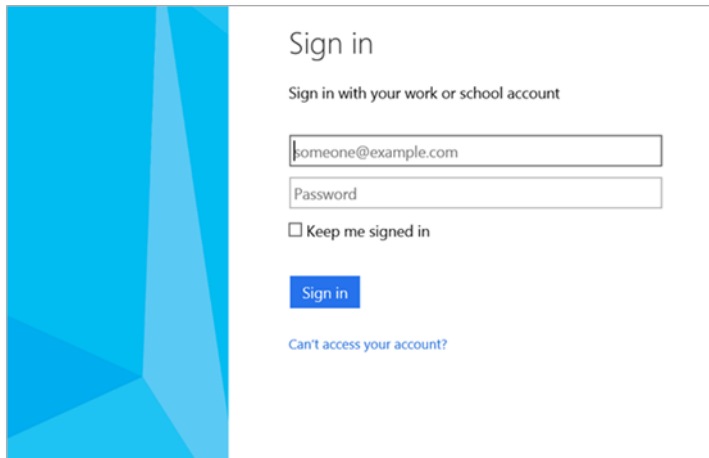
- Sign into the SIMS Teacher app management console via <https://teacherapp.sims.co.uk/>.
- Within the management console access the **Account** page.



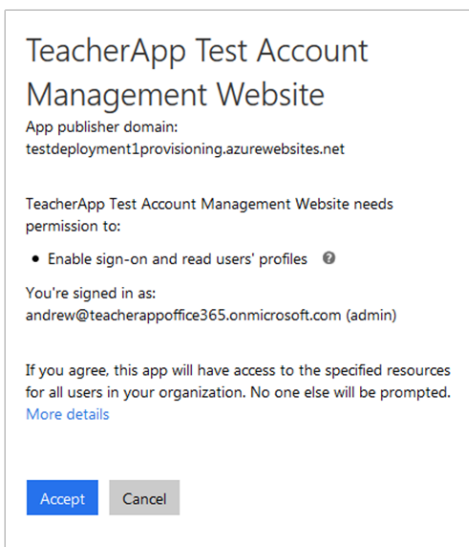
- On the Account page, you will be able to enable the link from the SIMS Teacher app to the school's Office 365 Active Directory.

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

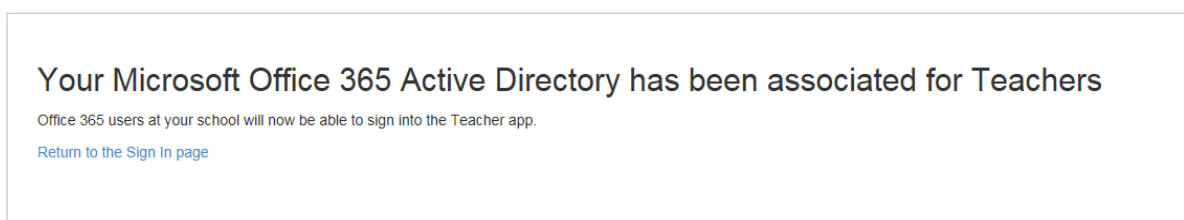
1. Select the relevant link if you are an administrator of the school's Office 365 Active Directory. You will be directed to the Azure Active Directory login screen.



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** Maintenance

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 <https://teacherapp.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.

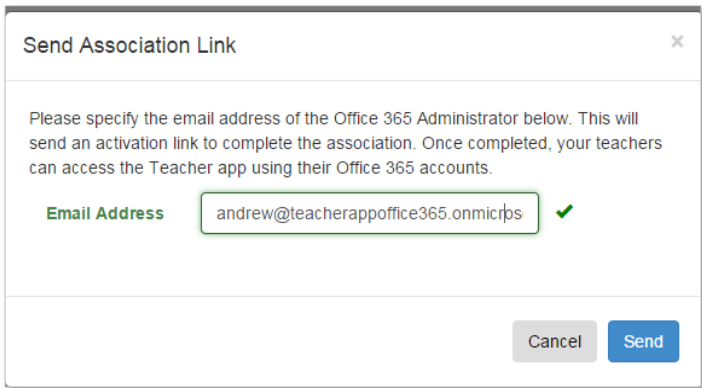
**Manage Account** Manage settings associated with your account

Devices Teachers **Account** Maintenance Sign Out

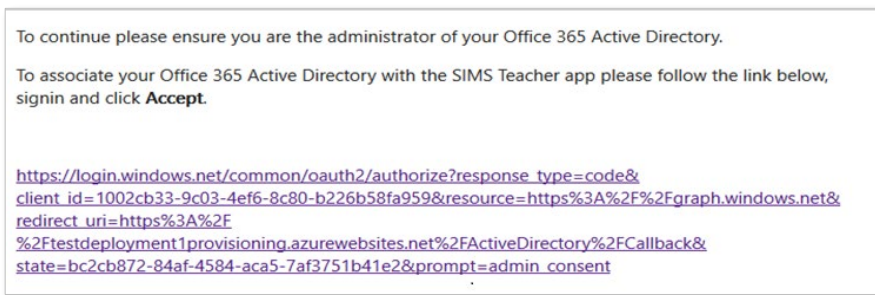
Office 365 Active Directory

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.

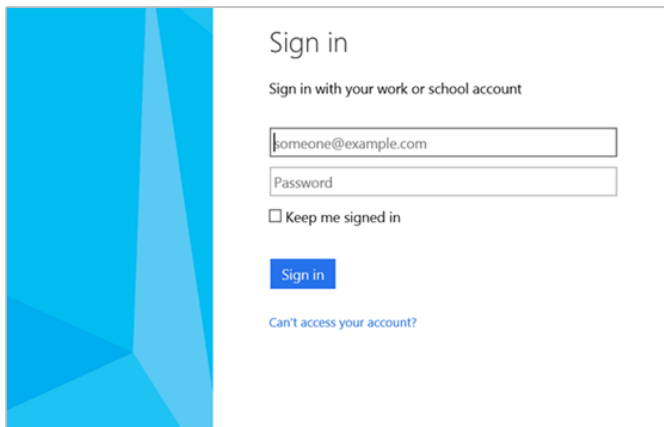
- Enter the **Email Address** of the school's Office 365 Global Administrator and click **Send**.



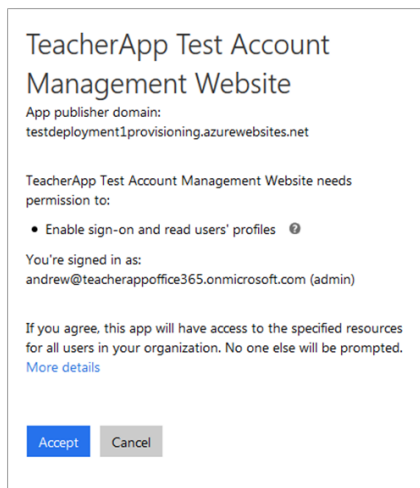
- An email is sent to the Office 365 Global Administrator that provides a link to accept the trust association between the Teacher app and the school's Office 365 Active Directory.



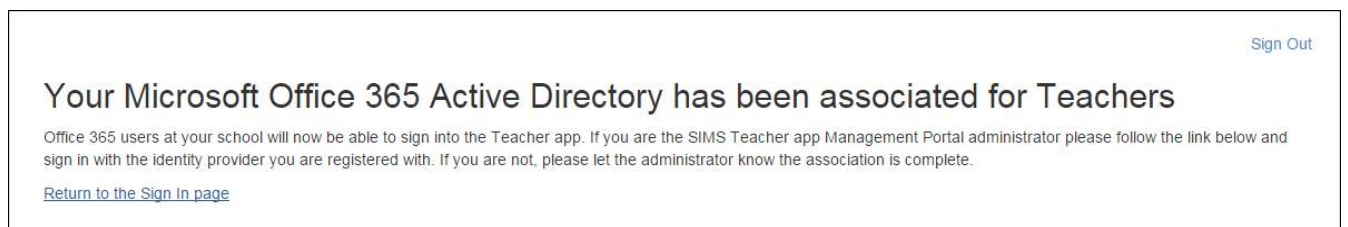
- When the Office 365 Global Administrator clicks on the link within the email, they are directed to the Azure Active Directory login screen.



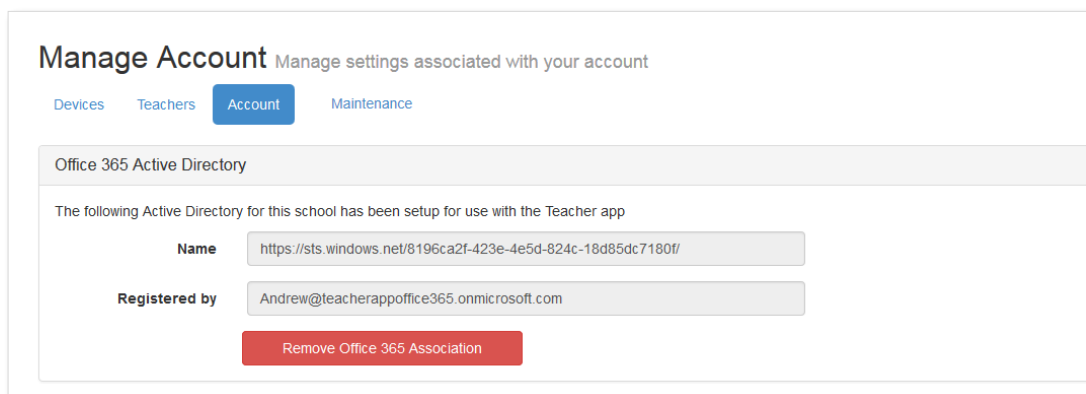
- They will need to enter their Office 365 Global Administrator account details (username and password) and click **Sign in**.
- Click **Accept** for the trust association between Teacher app and your Office 365 Active Directory.



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



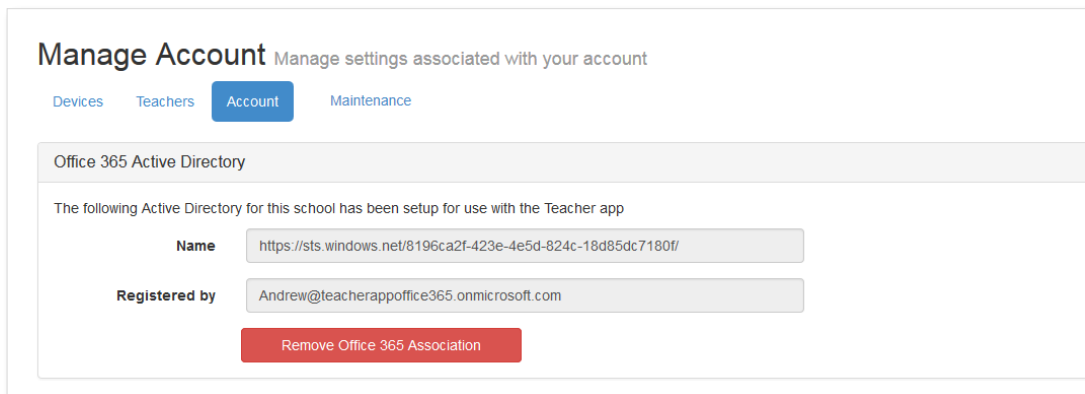
9. Click on the **Return to the Sign in page** to return to the SIMS Teacher app Management Portal, where you can review the associated Office 365 Active Directory in the **Account** page.



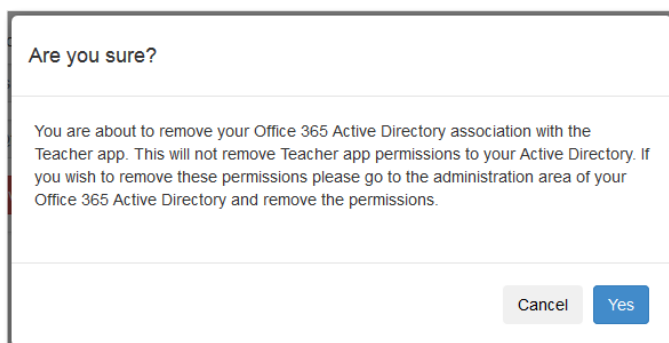
**NOTE:** Once these steps have successfully been completed, your SIMS Teacher app will now be connected to your school's Office 365 Active Directory.

# 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**.



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

