

## Creating a Microsoft Account

**DISCLAIMER:** The information provided is correct at the time of publication. For complete instructions and further details, please visit the [Microsoft Account website](#).

### How to create a Microsoft Account (via the SIMS Agora Login Page)

#### Step 1

- Using your Internet browser navigate to <http://www.payyourschool.co.uk>. On the **Welcome to SIMS Agora** page, click the **Microsoft Account** logo in the centre of the page to display the login page.

A list of compatible Internet browsers can be found here: [Frequently Asked Questions](#).



#### Step 2

- On the **Sign in** page, click the **Sign up now** button located in the bottom right-hand corner.

Don't have a Microsoft account? [Sign up now](#)

#### Step 3

At this point you can either select to use an existing email address for use with the Microsoft Account or create a new email account. However, rather than creating a new account, we would recommend that you use an existing email address to set up the Microsoft Account.

#### Do you have an e-mail address?

If you have an e-mail address, you can use it to sign in to Windows Live ID sites. If you don't have an e-mail address, you can get a free MSN Hotmail e-mail address.

- 
- Yes**, use my e-mail address  
 **No**, sign me up for a free MSN Hotmail e-mail address
- 

**Continue**

**Cancel**

- If you would like to use an existing email address, please select the radio button at the top and then click **Continue**.

#### Step 4

- Enter the email address you would like to use for your Microsoft Account and the desired password. Retype the password to confirm.

### Create your email address and password

**Email address:**

The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (\_).

**Password:**

Six-character minimum with no spaces  
[Learn how to create a strong, memorable password.](#)

**Password strength:** Not rated

**Retype password:**

### Step 5

- You must create a **password reset option**. To do this, select a question from the drop-down menu and enter an answer only you would know.

#### Create your password reset option

If you forget your password, you can provide the secret answer to reset it. [Learn more about resetting your password](#)

**Question:**

**Secret answer:**

Five character minimum; not case sensitive

### Step 6

- This step requires you to enter the characters displayed on screen in the box. If you have trouble reading the characters, you can generate new ones by clicking the **New** link or click the **Audio** link to listen to them (you will need sound enabled on your computer).

#### Verification

Enter the characters you see  
[New](#) | [Audio](#) | [Help](#)

Specialties Rudesti

Continue

Cancel

### Step 7

- Check the information you provided is correct, then click the **Continue** button to confirm the details and create your Microsoft Account. A confirmation email will be sent to the email address you provided in Step 4. Click on the link contained in the email.
- To sign into SIMS Agora, navigate to <http://www.payyourschool.co.uk>, click the **Microsoft Account** logo to display the **Sign in** page and enter your details.