



How to Register and Use SIMS Options Online

Step 1 – Receiving Your Invitation

Your child will soon receive an email to their school account from noreply@sims.co.uk which will look something like the screenshot below:

Simply accept this invitation and register within 90 days.

Accept Invitation

If the button above doesn't work, copy and paste the following link into your browser.

<https://id.sims.co.uk/registration/home/soscode>

Should you need to enter it, your personal invite code is: **J2GR34QKQG**

Sent on behalf of,

Portchester Community School

Step 2 – Setting Up Your Account

Click on the Accept Invitation.

You will then see the following screen:

ESS | SIMS

Register your account for SIMS products

Sign in to SIMS ID

Sign in with Facebook

Sign in with Twitter

Sign in with Google

Sign in with Microsoft

Sign in with Office 365

Sign in with Apple ID

You **must** choose to sign in with your school Microsoft 365 account (the one you use logging into your school account and email).



The next screen will be where your details are confirmed (your name and invite code will show here automatically):

The registration screen features a header with the SIMS logo and a mountain landscape. Below the header, the title "Registration" is displayed. A message states: "You will have received a new service invite code from either Capita SIMS or from your school administrator. Please enter the code below and tap or click Register." The form includes three input fields: "Name" (containing "(Y2012)" and a "(not you?)" link), "Signed in with" (containing "Microsoft"), and "Invitation Code" (empty). A blue "Register" button is positioned below the Invitation Code field.

You will be asked to confirm your date of birth on the Security Questions page.

The "Registration - Answer Security Questions" screen has a header with the SIMS logo and the text "helping schools inspire". The main heading is "Registration - Answer Security Questions". Below it, a message says: "You are required to provide a second piece of information to confirm your identity." A text input field is labeled "What is your date of birth? (dd/mm/yyyy)". A blue "Verify" button is located below the input field.

Once you have registered, you will receive a further email from SIMSID – confirming that you have successfully registered your account. You should then click on SIMS Options:

The email screenshot shows the subject "SIMS ID Account Created". The body includes the email address "SIMSID1@identityfor.co.uk", the date "Thu 18/03/2021 12:54", and the time "To: (Y2012)". The CAPITA and SIMS logos are displayed. A red circle highlights the "SIMS Options" button, which contains the text "You can access SIMS Options [here](#)". Other buttons for "SIMS Parent", "SIMS Student", and "SIMS Activities" are also visible, each with download links for the App Store and Google Play.

This will take you straight to your Options page.

You only have to enter the invite code once for the process to work. If you need to login again,



go to the website: www.sims-options.co.uk and sign in with 365.

Step 3 – Making Options Choices

You will see this page first. Please read the information in the box carefully before making your choices.

Compulsory Option Choice

Pupils need to select 1 of these 5 subjects. If it is a language then it must be the language that you have studied in Year 9.

It is possible to select more than 1 of these subjects as they are all included on the next page of choices.

To study the full English Baccalaureate pupils will need to select a language and either a humanities (history / geography) or computer studies.

You have chosen 0 of 1 courses from this list

Computer Studies GCSE Full Course <small>This course is also available in Option Subjects</small>	French GCSE Full Course <small>This course is also available in Option Subjects</small>	Geography GCSE Full Course <small>This course is also available in Option Subjects</small>
History GCSE Full Course <small>This course is also available in Option Subjects</small>	Spanish GCSE Full Course <small>This course is also available in Option Subjects</small>	

Click on the name of the subject(s) you wish to choose. A selected choice will be highlighted in blue.

Once you have made your choices, you need to select your reserve choice. To do this, click on the “Reserve” button beside the subject you wish to pick. Reserve choices appear in orange.

You have chosen 0 of 2 courses and 0 of 1 reserves from this list

Art & Design GCSE Full Course <small>This course is also available in Compulsory Option Choice</small>	Computer Studies GCSE Full Course <small>This course is also available in Compulsory Option Choice</small>	Drama GCSE Full Course
Engineering NCFE Level 1/2 Award	French GCSE Full Course <small>This course is also available in Compulsory Option Choice</small>	Geography GCSE Full Course <small>This course is also available in Compulsory Option Choice</small>
Hospitality & Catering GCSE Full Course	History GCSE Full Course <small>This course is also available in Compulsory Option Choice</small>	Health & Social Care GCSE Full Course
Health & Exercise NCFE Level 1/2 Award	IMedia CNV Cambridge Nationals Award Level 1 & 2	Media Studies GCSE Full Course
Music GCSE Full Course	Physical Education GCSE Full Course	Physiotherapy Other
Spanish GCSE Full Course <small>This course is also available in Compulsory Option Choice</small>	Statistics GCSE Full Course	

Your options will also appear on the right hand side:

My Choices in Order of Preference (Total Choices: 3)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- History**
GCSE Full Course Compulsory Option Choice
- Health & Exercise NCFE**
Level 1/2 Award Option Subjects
- Drama**
GCSE Full Course Option Subjects

My Reserves in Order of Preference (Total Reserves: 1)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- Media Studies**
GCSE Full Course Option Subjects



Step 4 – Adjusting Orders of Preference

Options choices and reservations appear in the order they have been selected. Please rearrange them into your preferred order. If you really want to do History for example, please make sure that it is your first choice. **You will have 2 choices and 1 reserve choice.**

To alter the order, click on the option you wish to move:

1 History
GCSE Full Course Compulsory Option Choice

Click again to deselect or click another course to change preference.

2 Health & Exercise NCFE
Level 1/2 Award Option Subjects

Click to move History here.

3 Drama
GCSE Full Course Option Subjects

Click to move History here.

1. Click on History for example
2. Click on the green box for the new position for History
3. The new order of preference will be displayed

If you or your parents want to make a comment, please type it in the comment box. You do not need to tick the Parental consent box.

Final step – Saving Your Choices

It is vital you press the save button at the top of the screen otherwise the choices will be lost when you close the browser.

