



# 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](mailto:noreply@sims.co.uk) which will look something like the screenshot below:

(if the email isn't in the inbox, please check the junk folder)

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:

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 for Teams). Do not try to use any of the others.



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 fields for "Name" (containing "Y2012"), "Signed in with" (containing "Microsoft"), and "Invitation Code". A "Register" button is located at the bottom.

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 "Verify" button is at the bottom.

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)". Below this is the CAPITA and SIMS logo. 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.

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](http://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.

**Student Choices –**

**Group A**

Welcome to the options process. Before you continue please ensure that you have watched the option videos on the school website. It explains the process and provides information about each subject.

All students will continue to study the following compulsory subjects:  
English Language and Literature, Maths, Science, Citizenship and Core PE.

**English Baccalaureate Pathway** – This is the Governments preferred pathway for students, but it is not compulsory. To follow this pathway students are required to choose a language (French or Spanish) and then at least one subject from the following:  
Computer Science, Geography, History.

If you choose a language, make sure it is the one that you currently study.

**Overall you will be required to make 4 subject choices and 1 reserve choice.**

**You must make 1 choice from the subjects in Group A**  
**You must make 3 choices and a reserve choice in Group B. Place the subjects in order of preference.**

In Group A you will only be able to make 1 choice. When you scroll to Group B you will find that all 13 option subjects are listed, including those in Group A.

You have chosen 0 of 1 courses from this list

<b>Computer Studies</b> GCSE Full Course This course is also available in Group B	<b>French</b> GCSE Full Course This course is also available in Group B	<b>Geography</b> GCSE Full Course This course is also available in Group B
<b>History</b> GCSE Full Course This course is also available in Group B	<b>Spanish</b> GCSE Full Course This course is also available in Group B	

**My Choices in Order of Preference** (Total Choices: 0)  
To change your order of preference select a choice and click the position in the list you would like to move it to.  
No courses selected.

**My Reserves in Order of Preference** (Total Reserves: 0)  
To change your order of preference select a reserve and click the position in the list you would like to move it to.  
No reserves selected.

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 1 of 1 courses from this list

<b>Computer Studies</b> GCSE Full Course This course is also available in Group B	<b>French</b> GCSE Full Course This course is also available in Group B	<b>Geography</b> GCSE Full Course You have selected this course in Group B	<b>History</b> GCSE Full Course This course is also available in Group B
<b>Spanish</b> GCSE Full Course This course is also available in Group B			

**Group B**

**In Group B you will need to make 3 choices and also select 1 reserve subject.**  
Please make these selections in order of preference and that you have included a reserve choice  
**English Baccalaureate Pathway** – This is the Governments preferred pathway for students, but it is not compulsory. To follow this pathway students are required to choose a language (French or Spanish) and then at least one subject from the following:  
Computer Science, Geography, History.

It is not possible to study both GCSE Physical Education and Btec Sport. Your PE teacher will advise you on the subject that provides you with the best chance of success.

If you require further guidance or information about a specific subjects then please email the subject teachers directly. All addresses are on the school website.

You have chosen 3 of 3 courses and 1 of 1 reserves from this list

<b>Art &amp; Design</b> GCSE Full Course Reserve	<b>Btec Sport</b> BTEC Certificate Level 2 Reserve	<b>Computer Studies</b> GCSE Full Course You have selected this course in Group A Reserve	<b>Drama</b> GCSE Full Course Reserve
<b>Design &amp; Technology</b> GCSE Full Course Reserve	<b>French</b> GCSE Full Course This course is also available in Group A Reserve	<b>Geography</b> GCSE Full Course This course is also available in Group A Reserve	<b>Hospitality &amp; Catering</b> BTEC Certificate Level 2 Reserve
<b>History</b> GCSE Full Course This course is also available in Group A Reserve	<b>Health &amp; Social Care</b> BTEC Certificate Level 2 Reserve	<b>Media Studies</b> GCSE Full Course Reserve	<b>Music</b> GCSE Full Course Reserve
<b>Physical Education</b> GCSE Full Course Reserve	<b>Spanish</b> GCSE Full Course This course is also available in Group A Reserve	<b>Statistics</b> GCSE Full Course Reserve	

Your options will also appear on the right hand side:



**My Choices in Order of Preference** (Total Choices: 4)

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

1	Computer Studies GCSE Full Course Group A
2	Art & Design GCSE Full Course Group B
3	Drama GCSE Full Course Group B
4	Geography GCSE Full Course Group B

**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.

1	Music GCSE Full Course Group B
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### 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 eg Geography, please make sure geography is your first choice.

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

**My Choices in Order of Preference** (Total Choices: 4)

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

1	Computer Studies GCSE Full Course Group A	
		Click to move Geography here.
2	Art & Design GCSE Full Course Group B	
		Click to move Geography here.
3	Drama GCSE Full Course Group B	
		Click to move Geography here.
4	Geography GCSE Full Course Group B	
		Click again to deselect or click another course to change preference.

**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.

1	Music GCSE Full Course Group B
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1. Click on eg Geography
2. Click on the green box for the new position for geography
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.

