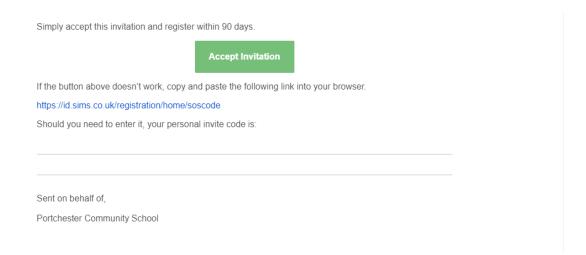


How to Register and Use SIMS Options Online

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:

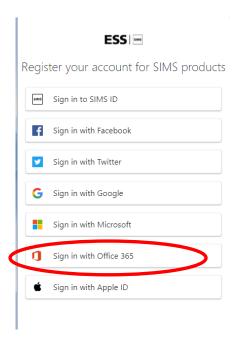
(if the email isn't in the inbox, please check the junk folder)



Step 2 – Setting Up Your Account

Click on the Accept Invitation.

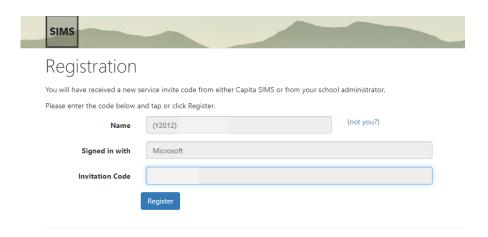
You will then see the following screen:



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.



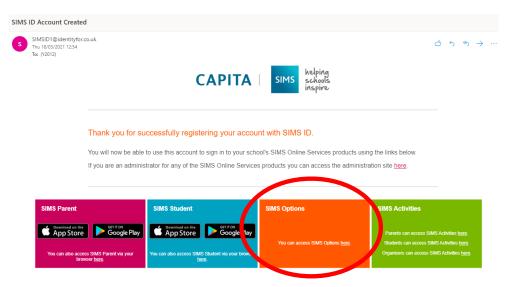
The next screen will be where your details are confirmed (your name and invite code will show here automatically):



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



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:



This will take you straight to your Options page.

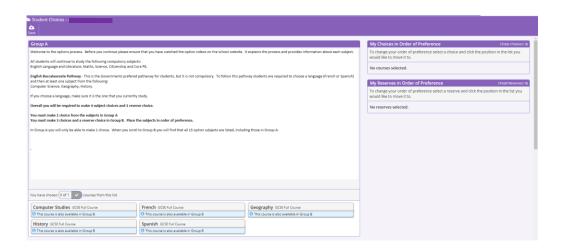
You only have to enter the invite code once for the process to work. If you need to login again,



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

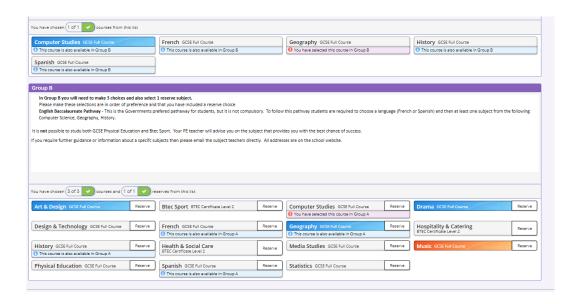
Step 3 - Making Options Choices

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



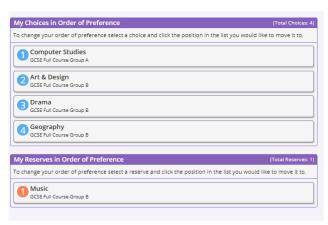
Click on the name of the subject(s) you wish to choose. A selected choice will be highlighted in blue.

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.



Your options will also appear on the right hand side:

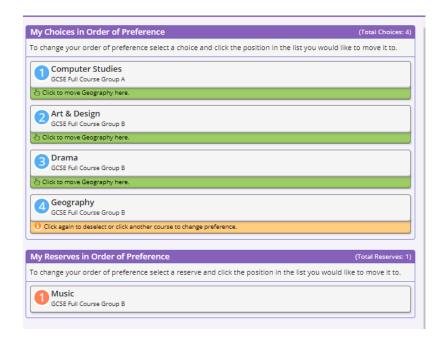




Step 4 - Adjusting Orders of Preference

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:



- 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.



