



For our Options process this year we are using an SIMS Options Online. Both pupils and parents will need to register to be able to use this system.

How do I register?

1. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. The email will be sent to the address that we have on our records. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your junk folder before contacting the school.

IMPORTANT NOTES: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft/Office 365, Google, Facebook, Twitter, AppleID.

2. Follow the link in the email to be directed to the Sign in page. Users should click the **Register with an External Account** button and select the required option from Microsoft/Office 365, AppleID, Google, Facebook or Twitter. On clicking one of these buttons, you will be transferred to the Third Party to complete standard account authentication.

IMPORTANT NOTES: Parents must not attempt to register using SIMS ID.

3. Sign in to your Third-Party account and click the **Yes** button to grant SIMS ID permission to access your information. This screen is only displayed the first time you register an email address with SIMS ID.
4. The **Registration** screen appears. Your email address and third-party provider are displayed so you can confirm you have used the intended credentials. Paste **your personal invite code** from your invitation email into the **Invitation Code** field. Click the **Register** button.
5. At the **Account Registration** screen, answer the security question and click the **Verify** button. This is for security purposes only. This information will not be used in the SIMS Online Services system. Your account is set up and configured. On completion, SIMS Options Online launches.

How do I sign in?

Once the registration process is complete, users can sign in via <https://www.sims-options.co.uk> There is a direct link to this on the Year 9 GCSE Information page of the school website.

1. Click the icon for the relevant Third Party account that you registered with: Microsoft/Office 365, Google, Facebook, Twitter, AppleID.
2. A new window is displayed – enter your sign-in details.
3. **Be aware that it may take some time for the screen to load after you have signed in.**

If you have forgotten your password, please contact your Third Party account provider (e.g. Google, Microsoft, etc.) and request a new password.

You will need to allow your child to select their options. Once this is done you will be able to edit and approve the option choices. Check your child's option choices and reserves. A summary is shown on the right hand side - option choices are shown in blue, reserve choices are shown in orange. Pupils should choose:

- one subject and one reserve subject for Option A
- one subject for Option B
- one subject and one reserve subject for Option C

When you are happy with the choices that have been entered, **please scroll down and click on the 'Parent / Carer Approval' box at the bottom of the screen** to confirm the options. Use the comment box below this to share any additional information with us if necessary.

Parent/Carer Approval

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Please save and log out. If, after this point, your child changes their option choices, a parent will need to re-approve.