



For our Options process this year we are using an SIMS Options Online. Both students 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](mailto:noreply@sims.co.uk) containing a unique invitation code. The email will be sent to your school email address. 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.
2. Follow the link in the email to be directed to the **Sign in** page. Click the **Register with an External Account** button and select **Microsoft/Office 365**.
3. Sign in to your Office365 account using your school email address and password. Click the **Yes** button to grant SIMS ID permission to access your information.
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 Office 365.
2. A new window is displayed – enter your sign-in details (school email address and password)
3. **Be aware that it may take some time for the screen to load after you have signed in.**

You can now choose your options. You 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

To choose a subject as your main choice, click on the subject name.

To choose a subject as your reserve choice, click on the 'Reserve' button next to the subject name.

As you choose subjects, a summary will appear on the right hand side of the screen.

If you change your mind, click on the subject name again to remove it, then click on the subject name that you want to choose.

When you have finished choosing your options, please save and log out. Your parent or carer will need to approve your choices by logging in with their own account.