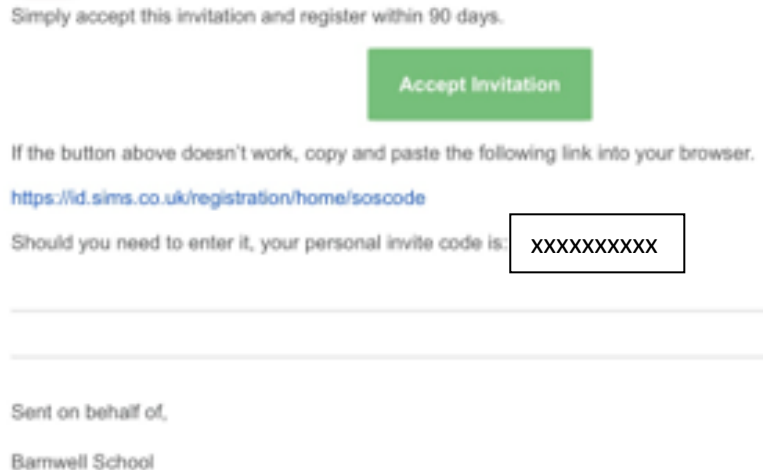


How to use Sims Options Online

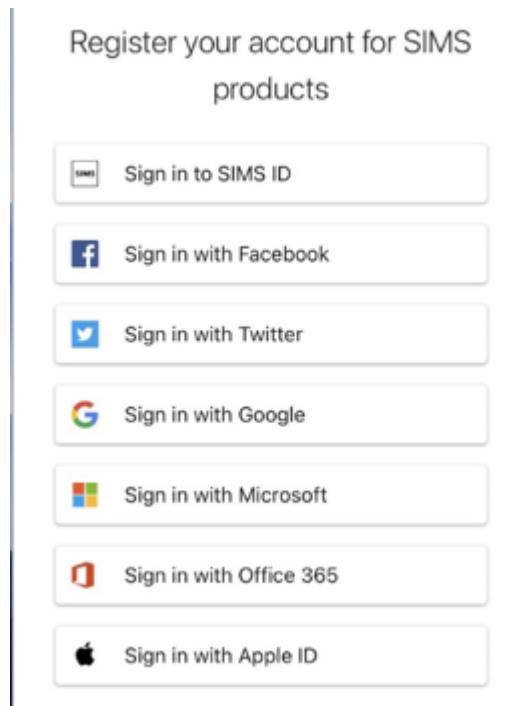
Step 1 – Receiving Your Invitation

You will soon receive an email to the primary contact email address we have for your child from noreply@sims.co.uk which will look something like the screenshot below:

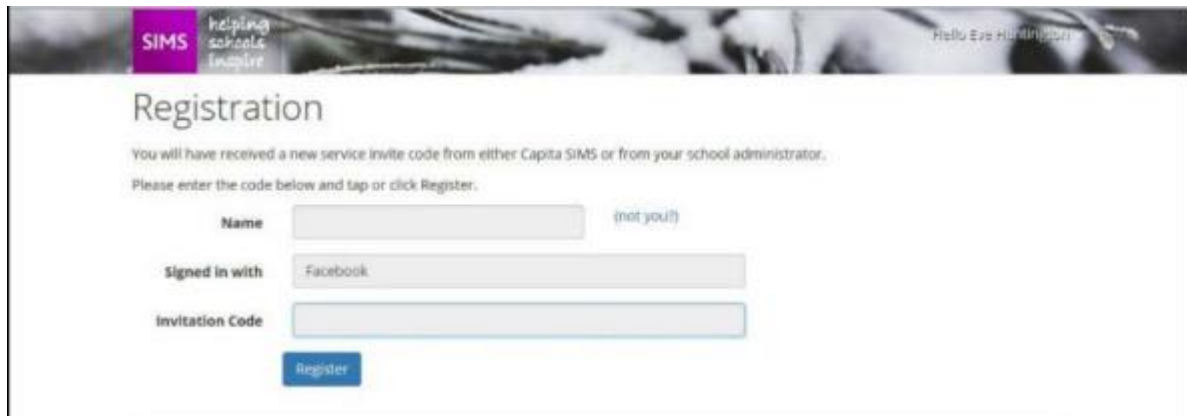


Step 2 – Setting Up Your Account

Click on the link at the top of the email that says, "Accept Invitation". This will ask you to login. You can sign in with your own personal Office 365/Microsoft/Hotmail, Twitter, Facebook or Google/Gmail account. The only one that will not work is the SIMS ID option, which may appear above the Facebook icon.



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



The screenshot shows the 'Registration' page. At the top left is the SIMS logo with the tagline 'helping schools inspire'. At the top right, it says 'Hello Eve Huntington'. The main heading is 'Registration'. Below it, 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.' There are three input fields: 'Name' with a '(not you?)' link, 'Signed in with' (set to 'Facebook'), and 'Invitation Code'. A blue 'Register' button is at the bottom.

On the second screen you will be asked to confirm your child's date of birth for authentication purposes:



The screenshot shows the 'Registration - Answer Security Questions' page. At the top left is the SIMS logo with the tagline 'helping schools inspire'. At the top right, it says 'Hello Eve Huntington'. The main heading is 'Registration - Answer Security Questions'. Below it, a message states: 'You are required to provide a second piece of information to confirm your identity.' The question is 'What is your date of birth? (dd/mm/yyyy)'. There is a single input field for the date and a blue 'Verify' button.

Step 3 – Signing In

Please note, you only have to enter the invite code once for the process to work. For subsequent logins, simply go to the website www.sims-options.co.uk. Simply sign in with the online service you used when you set your account up (e.g. Facebook).

Step 4 – Selecting Student Role

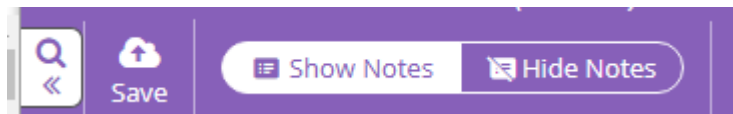
When you are successfully logged in your profile may default to parent view. This page will appear blank, as shown below. Use the "Current Role" drop down box in the top right corner to switch to the student view to bring up the options page.



The screenshot shows a user profile page. At the top left is a 'Home' link. At the top right, there is a 'Current Role' dropdown menu set to 'Parent' and a 'Sign Out' button. Below the navigation bar, the heading is 'My children's choices' with the sub-heading 'Children With Active Option Plans' and the instruction 'Select a child to approve or unapprove their choices'. A large red arrow points to the 'Current Role' dropdown menu.

Step 5 – Viewing Guidance Notes

Guidance notes on making choices should be visible at the top of each list of options. If they are not, please click the “Show Notes” icon at the top of the screen.



If you choose a language, it is essential you have been studying the language in Year 9.

Note: Reserve subjects may be used if other subjects are not viable

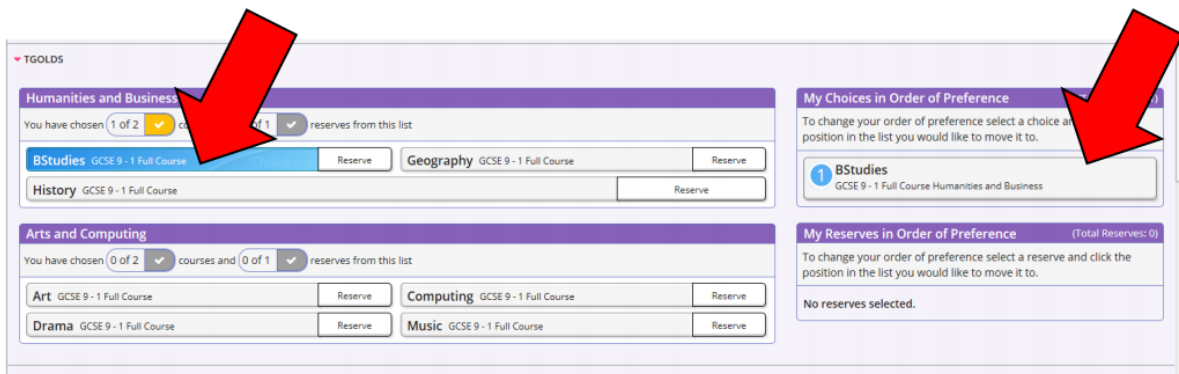
You may only choose **one** from Art, 3D Design, Textiles or Graphics.

You **cannot choose both** Dance and Performing Arts-Dance

EBacc Guidance – to achieve the EBacc you must choose a Language and a Humanity subject (Geography or History)

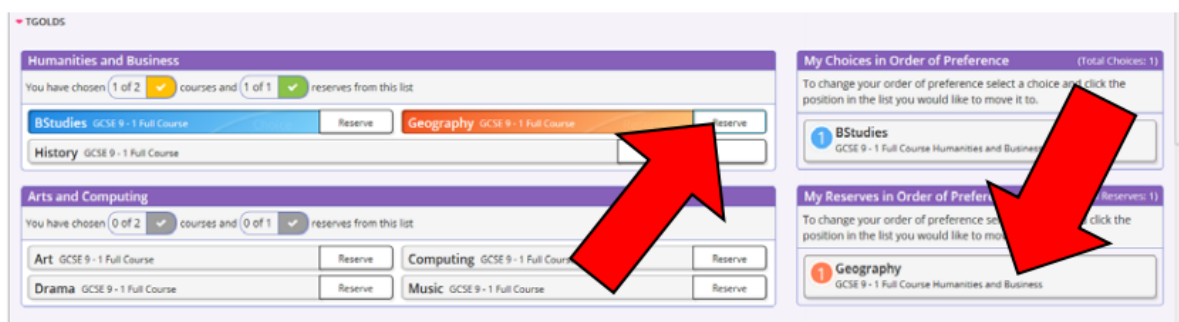
Step 6 – Making Options Choices

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet. A selected choice will be highlighted in blue and appear in the list of choices on the right-hand side of the screen. To deselect please click a second time:



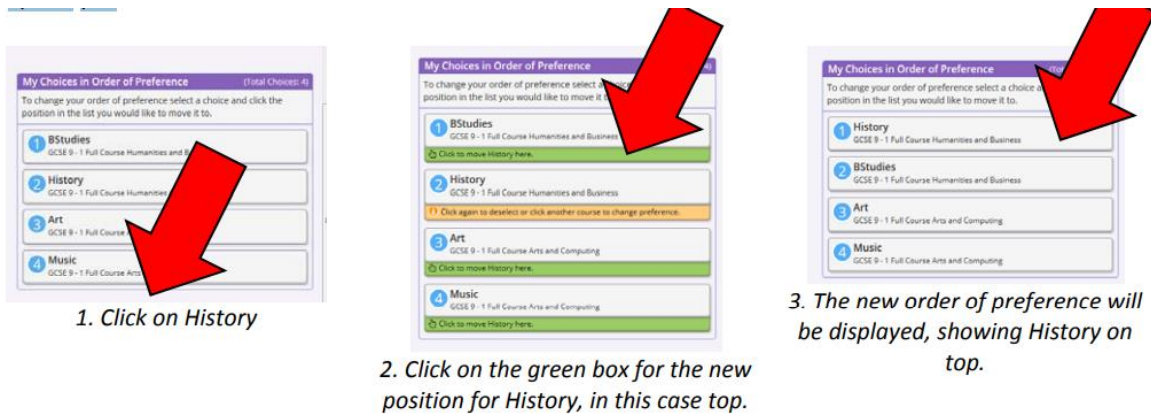
Step 7 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choices. To do this, click on the “Reserve” button beside the subject(s) you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”:



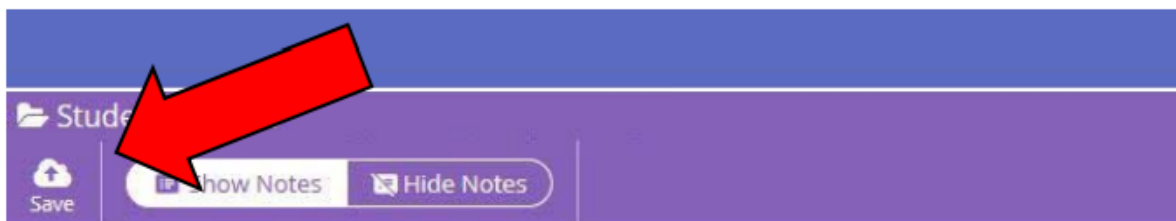
Step 8 – Adjusting Orders of Preference

Options choices and reservations appear in the order they have been selected by default. If you wish to emphasise that one option is preferred. To alter the order, click on the option you wish to move:



Step 9 – 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.



A green bar will appear to confirm that choices have been saved.

