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:

Simply accept this invitation and registe	ar 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/s	soscode
Should you need to enter it, your perso	nal invite code is: xxxxxxxxxx
Sent on behalf of,	
Barnwell School	

Step 2 – Setting Up Your Account

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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.

Reg	jister your account for SIMS products
5345	Sign in to SIMS ID
f	Sign in with Facebook
	Sign in with Twitter
G	Sign in with Google
	Sign in with Microsoft
٥	Sign in with Office 365
É	Sign in with Apple ID

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

SIMS Incluing schools	Helb #se Hundington
Registrati	on
You will have received a	new service invite code from either Capita SIMS or from your school administrator.
Please enter the code b	elow and tap or click Register.
Name	(not you?)
Signed in with	Facebook
invitation Code	
	Register
	Meguater .

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

SIMS Relating schools Inspire
Registration - Answer Security Questions
You are required to provide a second piece of information to confirm your identity.
What is your date of birth? (dd/mm/yyyy)
Verify

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.



<u>Step 5 – Viewing Guidance Notes</u>

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.

Q Image: Show Notes Image: Hide Notes Save Save
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:

lumanities and Business	/			My Choices in Order of Preference	\sim
ou have chosen 1 of 2 🗸 co	of 1 v reserves from th	s list		To change your order of preference select a choir position in the list you would like to move it to.	ce ar
BStudies GCSE 9 - 1 Full Course	Choice Reserve	Geography GCSE 9 - 1 Full Course	Reserve	BStudies	
History GCSE 9 - 1 Full Course			Reserve	BStudies GCSE 9 - 1 Full Course Humanities and Business	
arts and Computing				My Reserves in Order of Preference	(Total Reserves:
	of 1 reserves from th	s list		To change your order of preference select a rese position in the list you would like to move it to.	rve and click the
ou have chosen 0 of 2 courses and 0 o	reserves from th				
ou have chosen 0 of 2 courses and 0 o	Reserve	Computing GCSE 9 - 1 Full Course	Reserve	No reserves selected.	

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":

TGOLDS					
Humanities and Business				My Choices in Order of Preference	(Total Choices: 1)
You have chosen 1 of 2 v courses and 1 of 1	 reserves from this 	s list		To change your order of preference select a choice position in the list you would like to move it to.	e and click the
BStudies GCSE 9 - 1 Full Course Charl	Reserve	Geography GCSE 9 - 1 Full Course	Reserve	BStudies GCSE 9 - 1 Full Course Humanities and Business	7
History GCSE 9 - 1 Full Course					
Arts and Computing				My Reserves in Order of Prefere	Reserves: 1
You have chosen 0 of 2 courses and 0 of 1	reserves from thi	s list		To change your order of preference set position in the list you would like to more	click the
Art GCSE 9 - 1 Full Course	Reserve	Computing GCSE 9 - 1 Full Cours	Reserve	Geography	
Drama GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve	GCSE 9 - 1 Full Course Humanities and Business	

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:



2. Click on the green box for the new position for History, in this case top.

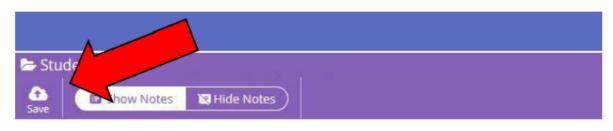
to Chairman In	Order of Preference		
	order of preference sele		
	t you would like to mo		4
History			
	ull Course Humanities and	Business	
BStudies			1
GCSE 9-1 F	ull Course Humanities and	Business	
Art			
GCSE 9-1 P	ull Course Arts and Compu	ing .	
Music			
GCSE 0.1 F	ull Course Arts and Compu	5ng	

3. The new order of preference will be displayed, showing History on top.

Step 9 – Saving Your Choices

It is **<u>vital</u>** 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.

