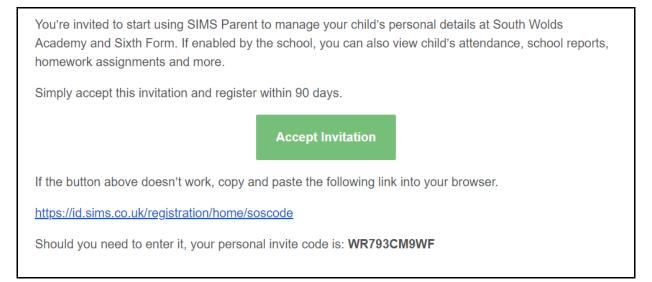
# How to Register and Use SIMS Options Online

#### Step 1 – Receiving Your Invitation

If you are a parent, you will soon receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled "South Wolds Academy and Sixth Form invites you to SIMS Parent". If you are a student a similar invite will go to your school email. The wording will be slightly different but it will look something like the screenshot below:



This just gives access to Sims Options Online.

# Step 2 – Setting Up Your Account

Click on the link on 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 Twitter icon.



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

Registrati	on		
		ther Capita SIMS or from your school administrator.	
Please enter the code l	below and tap or click Register.	(not you?)	
Signed in with	Facebook		
Invitation Code			
	Register		

On the second screen you will be asked to confirm your own (if you're the student) or your child's (if you're the parent) date of birth for authentication purposes:

SIMS helping Hello Eye Huntington -
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

You will receive an email confirmation. The only service that will work is Sims Options

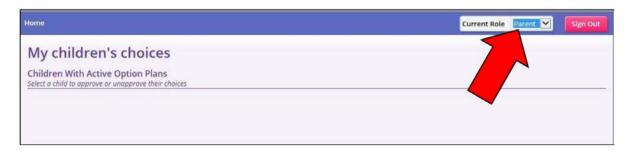
		CAF		helping schools inspire		
Th	ank you for suc	cessfully registering y	our account with SI	MS ID.		
		o use this account to sign ir rator for any of the SIMS O				
SIMS Parent		SIMS Student	SIMS Optic	ns.	SIMS Activities	
Download on the App Store	Google Play	Download on the App Store	Google Play	can access SIMS Options here.		access SIMS Activities <u>here</u> n access SIMS Activities <u>here</u> .
You can also access SIN browser <u>h</u>	2.2. Manufacture in the second s second second sec second second sec	You can also access SIMS Studen here.	t via your browser		Organisers ca	in access SIMS Activities <u>here</u> .

# <u>Step 3 – Signing In</u>

Please note, you only have to enter the invite code once for the process to work. For subsequent logins, either click on the link in the email above or 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 or Student - (you may not have this step)

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.



Alternatively, if you have two children selecting their options you will see two boxes – select whichever child you want to view the options of.

# Step 5 – 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:

Ebacc Subject El	,								Priority 🔁	(Total Choices:
You should select a	ine subject from th	vis list. If you	want to study more th	ise subjects yo	iu may select them in the next section	ι.			Course priori	
					1.0				French GCTF Full Course Elser Subject Fit	
You have chosen (1	of 1 courses	from this list								
Computer Sci	GCSE Full Cours		Frenchi ocse Fuil Osurse		Geography GCSE Rull Course		German GCSE Full Course		My Choices	(Total Choices:
1 This course	n Options -	. 00	This course is also available in Option	ne A CD	O This course is also available in Option	a A 60	This course is also available in Options	A ED	To change your order of preference select a choice and click the position in	the list you would like
History scs			Spanish GCSE Fut Course						to move it to.	
This course is	ite in Options /	L EB	O This course is also available in Option	ni A 68					No courses selected.	
									The second se	100000000000000000000000000000000000000
Options A EB									My Reserves	(Total Reserves:
You should sele				order of prefer	ence. For example if you desperately	want to study	v drama above anything else select tha	t first.	To change your order of preference select a reserve and click the position in	And the second se
			is list. Your 3 subjects should be in o Communication or Texciles.	order of prefer	ence. For example if you desperately	want to study	y drama above anything else select tha	t first.		And the second se
You should sele	e than one of	FArt, Graphi		order of prefer	ence. For example if you desperacely	want to study	v drama above anything else select tha	t first.	To change your order of preference select a reserve and click the position in	And the second se
You should sele Please do not si You have chosen	e than one of	FArt, Graphi	Communication or Textiles.			want to study			To change your order of preference select a reserve and click the position in like to move it to.	And the second se
You should sele Please do not si	e than one of	FArt, Graphi	Communication or Textiles	order of prefer	Computer Science	want to study	of drama above anything also salect tha	t first. Receive	To change your order of preference select a reserve and click the position in like to move it to.	And the second se
You should sele Please do not si You have chosen	e than one of	Art, Graphi and (0 of 1	Communication or Textiles.			Reserve			To change your order of preference select a reserve and click the position in like to move it to.	(Total Reserves)
You should sele Please do not si You have chosen	e than one of	Art, Graphi and 0 of 1 Reserve	Communication or Textiles.		Computer Science GSE har Course This course is also available in Easc 3	Reserve			To change your order of preference select a reserve and click the position in like to move it to.	And a standard standard standard
You should sele Please do nat si You have chosen Art: GCSE Full C	e than one of	Art, Graphi and (0 of 1	Communication or Texples.	Reserve	Computer Science GCSP Full Course	Reterve Subject (b Reserve	Drama gose Puil Course	Reserve	To change your order of preference select a reserve and click the position in like to move it to.	And a standard standard standard
You should sele Please do nat si You have chosen Art octs fuild Ethics & Phi GCSE Fuil Course	e than one of	Art, Graphs and (0 of 1 Reserve Reserve	Communication or Tescles. Tescries from this list Business occit Aut course French occit Aut course You have setence the source in Ease	Reserve	Computer Science 6558 Fuil Course This course in also exalable in Toacc 2 Geography 6028 Fuil Course	Reterve Subject (b Reserve	Drama GCSE Pul Course German GCSE full Course O This course is and evaluate in Bases So	Reserve	To change your order of preference select a reserve and click the position in like to move it to.	And a standard standard standard
You should sele Please do not si You have chosen Art: GCSE Full o Ethics & Phi	e than one d	Art, Graphi and O of 1 Reserve	Communication or Texciles.  reserves from this list Business acct rul course  French acct rul course	Reserve Reserve os Subjes Eb Reserve	Computer Science GSE Au Course This course a uso available in Elacs 2 Geography GCE Aul Course O This course is also available in Elacs 2	Reserve Subject Eb Reserve Subject Eb	Drama gost fui Course	Receive Receive	To change your order of preference select a reserve and click the position in like to move it to.	And a standard standard standard
You should sele Please do not si You have chosen Art GCIE Full C Ethics & Phil GCIE Full Course Graphic Con	e than one d	Art, Graphs and (0 of 1 Reserve Reserve	Communication or Texcles. reserves from this list Business acts full Course French acts full Course Visu have selected this course in Stack History acts full Course	Reserve Reserve os Subjes Eb Reserve	Computer Science GSE Au Course This course a uso available in Elacs 2 Geography GCE Aul Course O This course is also available in Elacs 2	Reserve Subject Eb Reserve Subject Eb	Drama GCSE Pul Course German GCSE full Course O This course is and evaluate in Bases So	Receive Receive	To change your order of preference select a reserve and click the position in like to move it to.	And a standard standard standard

The box at the top of each selection will turn green when your choices are complete.

# Step 6 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choices if they are asked for. To do this, click on the "Reserve" button beside the subject you wish to pick. Reserve choices appear in orange and appear in the "My Reserves":

Options A EB									Art	
You should select 3 subjects and a re			order of prefer	ence. For example if you desperately	y want to stud	y drama above a	nything else select th	at fest.	C Art SCSE Fuit Cours	e Options A 68
Please do not select more than one o	f Art, Graphi	ic Communication or Textiles.							Graphi	unication
You have chosen (3 of 3 🔽 course	and 1 of 1	reserves from this list							Graphi GCSE Ful	tions & EB
Art. occurse Course		Business octorer Course	Reserve	Computer Science GCSE Full Course	Reserve	Drama	Course	Reserve	My Reserves	(Total Reserves
				O This course is also available in Ebacc	Subject Eb				To change ) like to move it	eference select a reserve and click the position in the list you would
Ethics & Philosophy		French GOSE Full Course	Repenve	Geography GCSE Fut Course	Reperve	Germa	Course	Repenve		
GCSE Full Course		9 You have selected this course in Eb.	ace Subject Eb	O This course is also available in Ebacc	Subject Eb	O This course	so available in Ebacc S	Subject Eb	Product De	
Graphic Communication		History ocst ful Course	Reserve	Music acst ful Course	Seserve	Product De	sign. octo nun Couran	Reserve	- outeron cours	Coprises A to
GCSE Rui Course		O This course is also available in Bbac	c Subject BD	2	100	100 C		10000		
Photography GCSE Full Course	40.4	Spanish GOSE Full Course	Reserve	Sports GOSE Full Course	Reserve	Textiles oc	E Full Course	Repense		
		0 This course is also evaluable in Obeo	c Subject Do			1				

Again the box at the top of each selection will turn green when your choices are complete.

#### <u>Step 7 – Adjusting Orders of Preference</u>

Options choices and reserves appear in the order they have been selected by default. If you wish to change your order of preference, click on the option you wish to move:

	My Choices (Total Choices 3)	
-	To change your order of preference select a choice and click the position in the list you would like to move it to.	
(Total Onions: 3)	Business GC3E Ful Course Options A EB	
hange your order of preference and click the position in the list you would like size it to.	O Click again to deselect or click another course to change participante.	
Business : GCIE fui Course Options A BB	OCSE Full Course Options A EB	My Choices To change your order of preference selecce advoce and dis
Art GCSF Fuit Counter Options A 88	Clisk to move Rusiness New.	ED most 810.
Graphic Communication CCSF Aut Course Options A 18	GCSE Full Course Options A EB	Gashic Communication     Gashic Communication     Gashic Communication     Gashic Communication
Reserves (Total Reserve: 1)	My Reserves (Total Reserves: 1)	Buniness     Got Nuclearing opport A 19
range your order of preference select a reserve and click the position in the list you would o move it to.	To change your order of preference select a reserve and dick the position in the list you would like to move it to.	My Beserves (Doublinsever, 1)
Product Design	Product Design	To change your order of preference select a reserve and click the posicion in the list you would like to move it to.
OCSE Full Course Options A BB	GCSE Fuil Course Options A EB	Product Design     GOL Auf Course Optimized 413

1. Click on business	2. Click on the green box for the new position for	3. The new order of preference will be
	business, in this case third.	displayed, showing business third

#### <u>Step 8 – Saving Your Choices</u>

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. If you are a parent please tick the Parent/Carer approval box.

