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:

You're invited to start using SIMS Parent to manage your child's personal details at South Wolds Academy and Sixth Form. If enabled by the school, you can also view child's attendance, school reports, homework assignments and more.

Simply accept this invitation and register 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/soscode

Should you need to enter it, your personal invite code is: **WR793CM9WF**

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.

Sign in with SIMS ID

Select your sign in provider

SIMS ID   SIMS ID   Sign in with Microsoft

Sign in with Twitter   Log in with Facebook

Sign in with Google   Office 365

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

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:

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

Step 3 – Signing In

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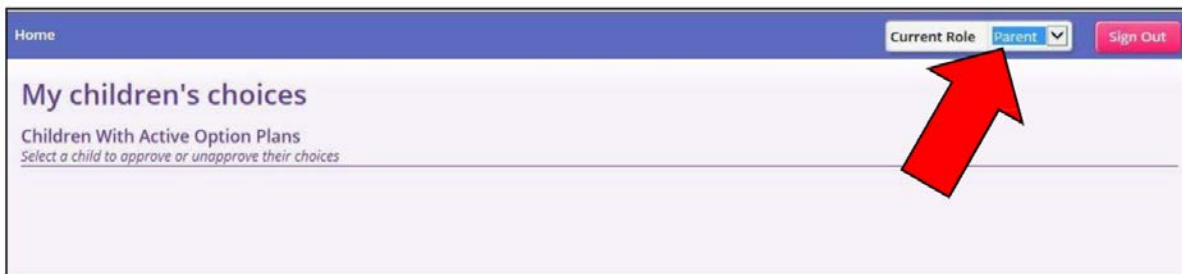
Alternatively, if you have two children selecting their options you will see two boxes – select whichever child you want to view the options of.

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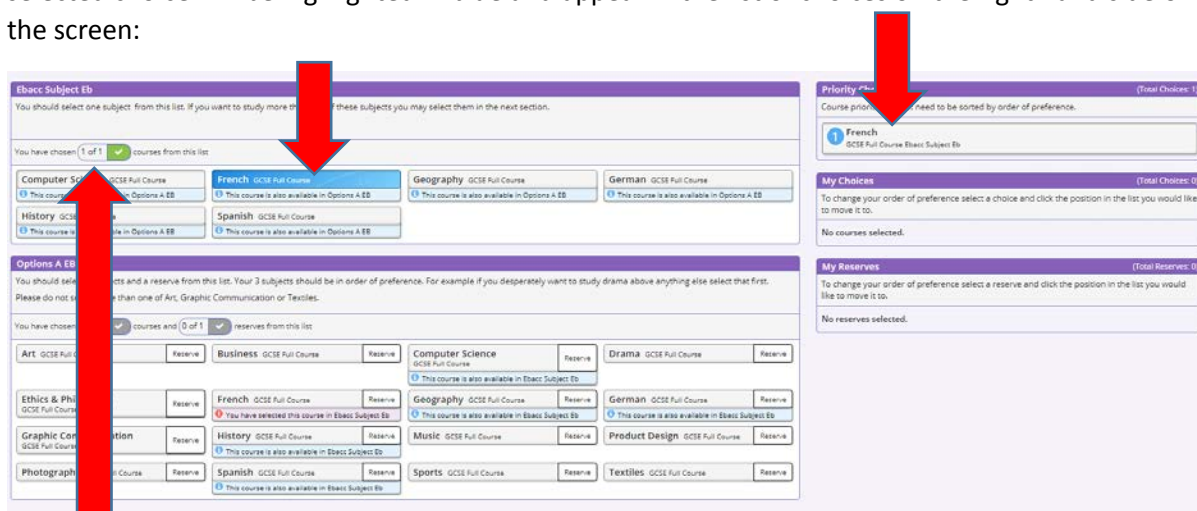
The box at the top of each selection will turn green when your choices are complete.

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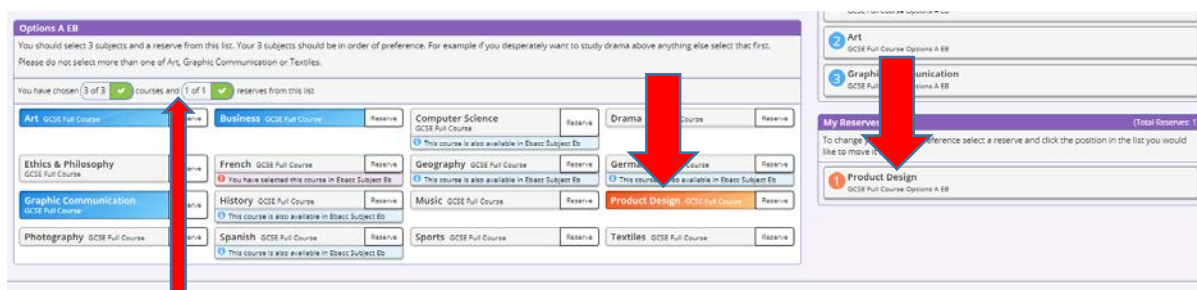
Again the box at the top of each selection will turn green when your choices are complete.

Step 7 – Adjusting Orders of Preference

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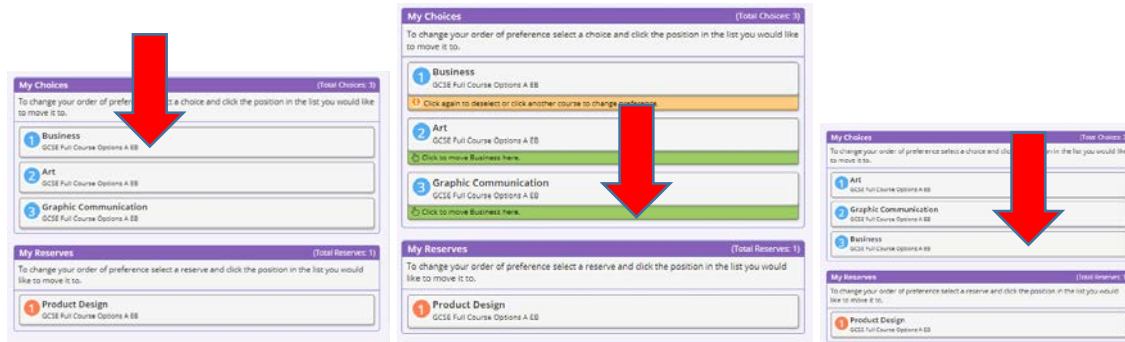
1. Click on business	2. Click on the green box for the new position for business, in this case third.	3. The new order of preference will be displayed, showing business third

Step 8 – 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. If you are a parent please tick the Parent/Carer approval box.