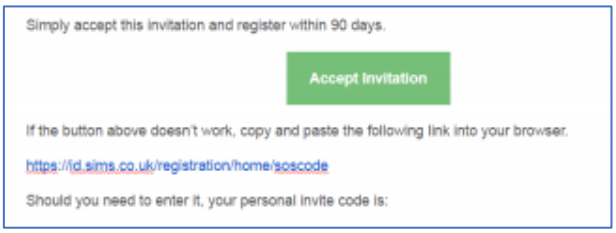
# SIMS Options Online Guide

GCSE options for students in current Year 9, ready to start in Year 10, will be completed online using SIMs Online Options. Students and parents will be required to register with SIMS Online Options to complete this process.

## Step 1 – Receiving Your Invitation:

A registration email has been sent to the Academy email address of every Year 9 student. Parents will receive a registration email from noreply@sims.co.uk which will look similar to the example below:




## Step 2 – Setting Up Your Account:

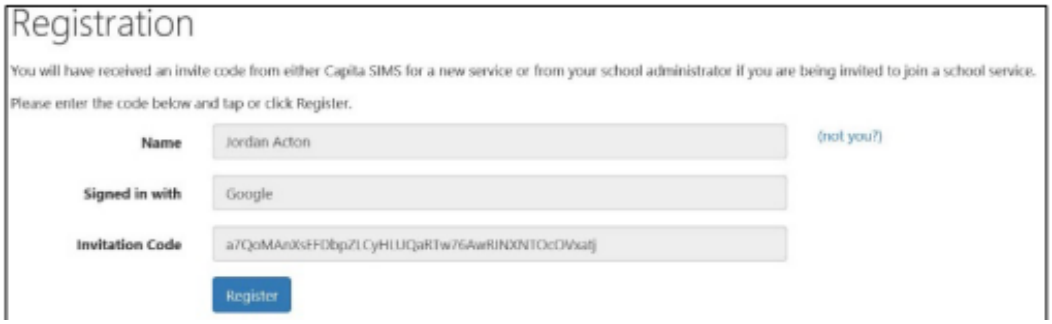
Click on the 'Accept Invitation' green button.

On the sign-in screen, choose the sign-in method you wish to use.

**Parents** can choose to log in using their username and password for either Facebook, Twitter, Google, Microsoft, Office 365 or Apple ID. The only option that will not work is the SIMS ID option.

**Students** should sign in with Microsoft, as shown below, and enter their Academy email address and password.

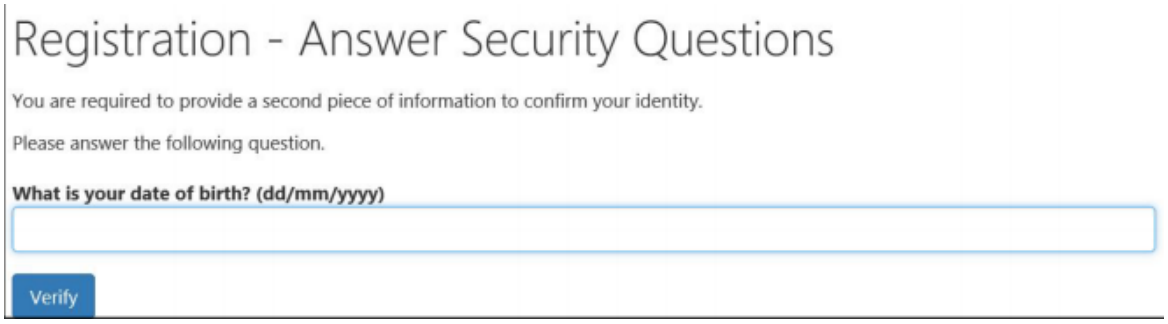
The first screen will be where your details are confirmed
(your name and invite code will show here automatically).



On the second screen

- Parents will be asked to confirm their child's date of birth for authentication purposes;
- Students will be asked to enter their date of birth.

Once this registration process has been completed successfully, your account will have been created and you will then be able to access the Options Online system.




**Please note that the registration process happens first - before the system is available to put in options in May 2021.**

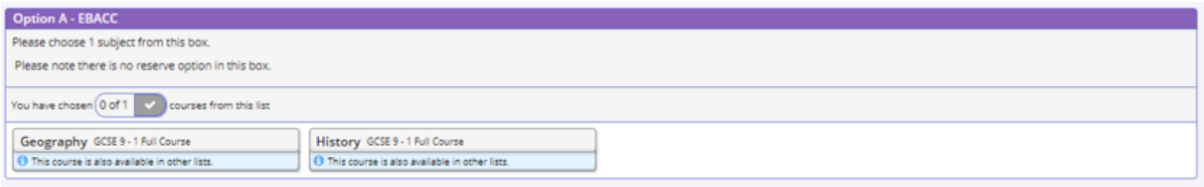
## Step 3 – Students Select Their Options:

Go to the SIMS Options Online log-in page www.sims-options.co.uk

If you are a student, you should sign in with your Microsoft account using your Academy email address and password.

The options which are available to you to select will appear on the screen. You will need to complete each box to select your options.

### Selecting Your Subjects – OPTION A




In the example image above, it tells you how many subjects you need to choose. In this example, there is 1 option to choose; **this may change depending on your option band**.

Click the subject(s) you would like to study. When you have selected the subject, it will turn blue.

To remove a subject or reserve, click the subject again to remove it.

When you have selected the correct number of subject choices and reserves, a green tick will appear.

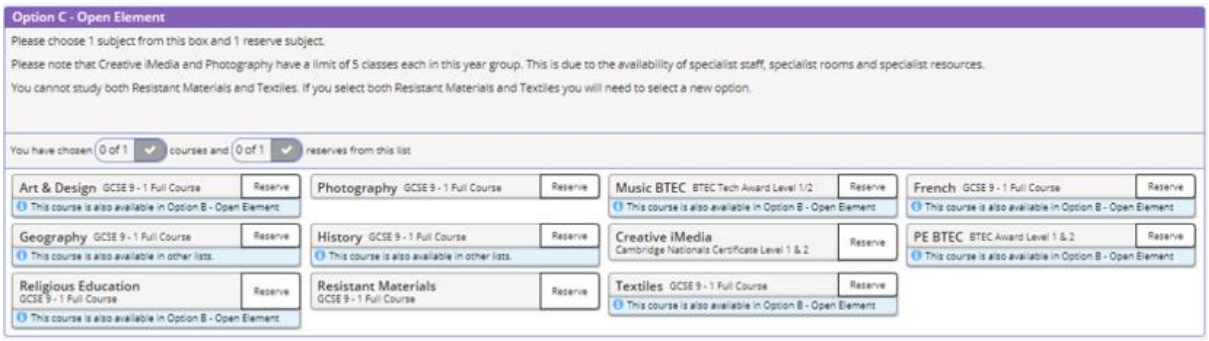
### Selecting Your Subjects – OPTION B

In the example above, it tells you how many subjects to choose. In this example, there are 2 options to choose; **this may change depending on your option band.**

Click the subject(s) you would like to study. When you have selected the subject, each selection will turn blue.

To choose your reserve you need to click the word 'Reserve' next to the subject and this will turn the box orange.

## Selecting your Subjects – OPTION C

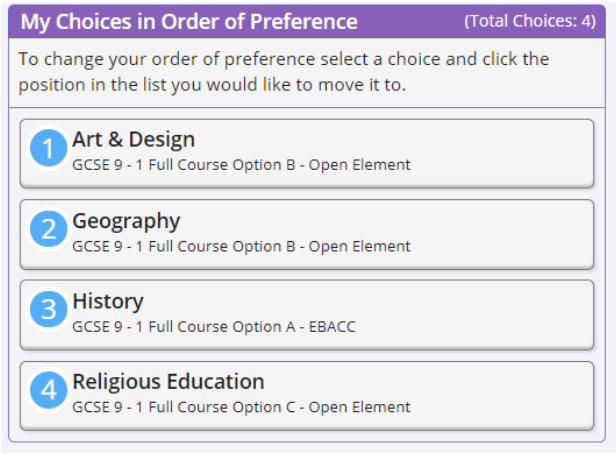



In the example above, it tells you how many subjects to choose. In this example, there are 2 options to choose; **this may change depending on your option band.**

Click the subject(s) you would like to study. When you have selected the subject, each selection will turn blue.

To choose your reserve you need to click the word 'Reserve' next to the subject and this will turn the box orange.

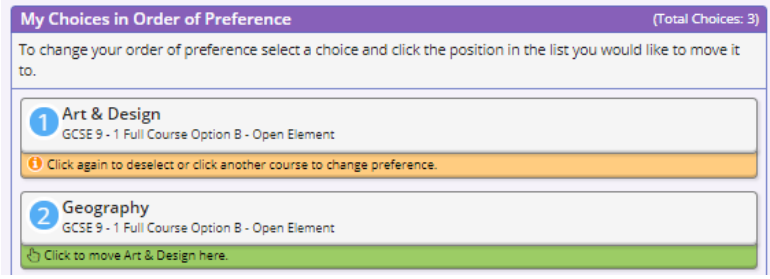
## Changing Your Order of Preference




The 'Choices in Order of Preference' box is located to the right-hand side of the screen.

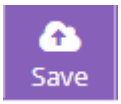
In the example above, it shows the order of priority for each subject chosen by the student. Number 1 indicates the option choice they most prefer, down to 4.

To indicate your order of preference, you can move subjects up and down the list. To change the order of preference, select the choice you would like to move and then click the position you would like to move it to.




In this example, to move Art and Design from preference 1 to preference 2, you would click on the subject name 'Art', then click on the number 2.

**Saving Your Options**




It is very important that you click the save button at the top of the screen when you are happy with your choices. If you close the browser window without saving your option choices, the information will be lost.

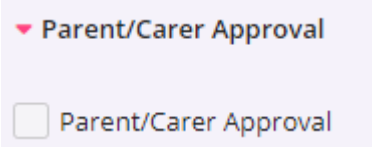
## Step 4 – Parent/Carer Approval:

Once your child has selected their options, parents/carers can log in to the SIMS app in order to view their child's choices and approve them.

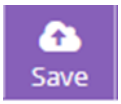
After logging on to the app, select the 'options' tab on the app. The option screen will then launch. You can then review your child's choices.

**If you would like any choices amending, you will need to ask your child to log into the website and change them on their log-in**.

If you are happy with their choices, click on the 'Parent/Carer Approval' tick box to approve your child's option choices.




This tick box is at the bottom of the webpage.




You then need to click the save button to indicate that you have approved their option choices.