

SIMS Option Online Registration Guide – Spring 2021

For our Options process this year we are using an Online System provided by our school information management systems (SIMS) **Options Online**.

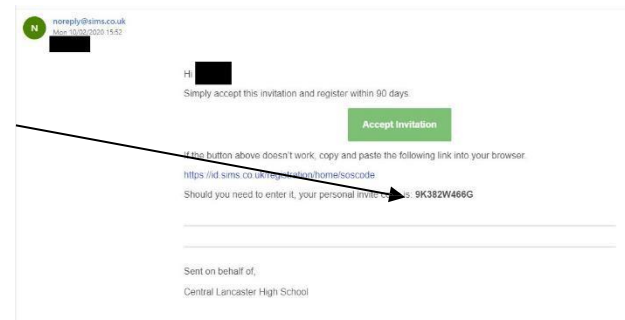
Pupils will need to register to be able to use this system.

Registration emails: A registration email has been sent to all year 9 pupils via their school email account.

Pupils: How do I register?

1. You will receive a registration email from `noreply@sims.co.uk` containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your junk folder before contacting the school.

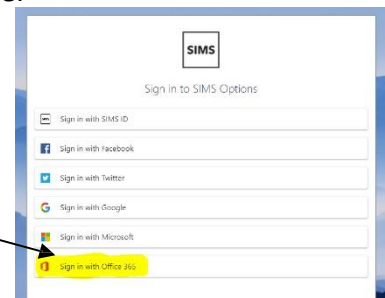
IMPORTANT: This will be sent to your school email - [username]@lancasterhigh.lancs.sch.uk



2. Follow the 'Accept Invitation' link in the email to be directed to the Sign in page.

IMPORTANT: You must NOT attempt to register using SIMS ID.

3. Users should register with their **Office 365 account**. Click the icon for Office 365 and you will be directed to sign in using your existing details. **DO NOT sign up with any of the other account types.**



4. For verification purposes, pupils are required to enter their own date of birth.

5. Once registration has been completed successfully, pupils can sign in to access their options choices. Pupils can go straight to Options Online from now on and there is a direct link on the school website.

How do I sign in to complete my options form?

Once the registration process is complete, users can sign in via the following URL.

SIMS Options Online www.sims-options.co.uk or click the direct link to this on the options page of the school website.

1. Click on www.sims-options.co.uk
2. Click the icon for the Office 365 sign in.
3. A new window is displayed.
4. Enter your sign in details.

If you have forgotten your O365 password, please contact Mr Rubery or Mr Haworth to request a password reset.

You will see this screen to choose your options:

The screenshot displays the SIMS Options Online interface. At the top, there is a navigation bar with a search icon, a 'Save' button, and 'Show Notes' and 'Hide Notes' buttons. Below this, a purple header contains instructions: 'All pupils will study maths, English literature and English language, and the sciences. You will need to choose 3 options from the lists below. One option must be in list A, and two options from list B. If you are choosing Performing Arts, please write which pathway (either Dance or Acting) you would like to be on in the notes box below. Remember that you can't take Art and Textiles together, but one could be your first reserve choice.'

The main content area is divided into two columns. The left column contains two lists of courses:

- List A:** 'You have chosen 0 of 1 courses from this list'. It includes three courses: French (GCSE 9 - 1 Full Course), Geography (GCSE 9 - 1 Full Course), and History (GCSE 9 - 1 Full Course). Each course has a note: 'This course is also available in List B'.
- List B:** 'You have chosen 0 of 2 courses and 0 of 2 reserves from this list'. It contains a grid of 15 courses, each with a 'Reserve' button. The courses are: Art and Design (GCSE 9 - 1 Full Course), Business (BTEC Certificate Level 2), Child Care & Development (BTEC Certificate Level 2), Design & Technology (GCSE 9 - 1 Full Course), French (GCSE 9 - 1 Full Course), Geography (GCSE 9 - 1 Full Course), Hospitality & Catering (Level 1/2 Certificate), History (GCSE 9 - 1 Full Course), Information Technology (Cambridge Nationals Certificate Level 1 & 2), Music (Level 1/2 Certificate), Performing Arts (Level 1/2 Certificate), PE (Sport Studies) (Cambridge Nationals Certificate Level 1 & 2), Religious Studies (GCSE 9 - 1 Full Course), Travel & Tourism (BTEC Certificate Level 2), and Textiles (GCSE 9 - 1 Full Course). Some courses have a note: 'This course is also available in List A'.

The right column contains two sections:

- My Choices in Order of Preference:** (Total Choices: 0). It includes instructions: 'To change your order of preference select a choice and click the position in the list you would like to move it to.' and a message: 'No courses selected.'
- My Reserves in Order of Preference:** (Total Reserves: 0). It includes instructions: 'To change your order of preference select a reserve and click the position in the list you would like to move it to.' and a message: 'No reserves selected.'

At the bottom, there is a 'Student Comments' section with a text area containing the comment: 'I would like to do the acting pathway.'

Options and reserve should be selected by clicking the subject name to select it or the reserve box. Please refer to the guidance provided on the form for help. You can click the subjects in the 'My Choices' section to re-order the priority of your choices. If you change your mind, click a subject again to deselect it.

Should you need to add a comment please add it in the 'Student Comments' box.

Click the 'SAVE' icon and then click your name in the top right hand corner and select 'sign out' from the drop down menu.