



helping  
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SIMS Online Services - Registering as  
a Parent or Student



## SIMs Option Online Registration Guide

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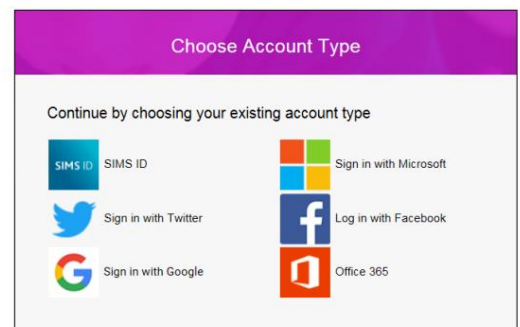
The Year 8 Option process takes place online using an online system provided by our School Information Management Systems (SIMS) **Options Online**. **The deadline for completion of the Option form is Thursday 19<sup>th</sup> March 2020.**

**Both pupils and parents will need to register to be able to use this system.**

Registration emails: A registration email has been sent to all year 8 pupils via their school email account. Parents emails have been sent to the email address you provided when your child joined the school, unless you have formally contacted the administration team to request a change.

### 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 us.  
**IMPORTANT NOTES: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter.**
2. Follow the link in the email to be directed to the Sign in page.  
**IMPORTANT NOTES: Parents and students must not attempt to register using SIMS ID.**
3. Users should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details.
4. For verification purposes, parents are required to enter the date of birth of their child attending the school. Students are required to enter their own date of birth.
5. Once registration has been completed successfully, pupils can access their details and parents can access their child's details.



### How do I sign in?

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

SIMS Options Online <https://www.sims-options.co.uk>. There is a direct link to this on the home page of the school website.

1. Click the icon for the relevant Third Party account that you registered with, *Microsoft, Office 365, Google, Facebook, Twitter*.
2. A new window is displayed.
3. Enter your sign in details.

If you have forgotten your password, please contact your Third Party account provider (e.g. Google, Microsoft, etc.) and request a new password.

If you have a question about your SIMS Online Services Account, please contact us. Once you have signed into your SIMS Online Services product, further help is available by selecting Help from the menu or clicking the item in the footer.

## A step by step view to registering for SIMs Options Online

1. Use the link on the email you have received from [noreply@sims.co.uk](mailto:noreply@sims.co.uk).
2. Select how you would like to register:

### Registration

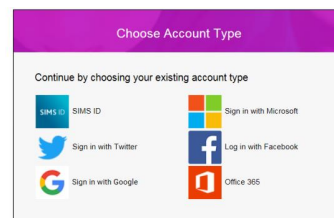
You will have received a new service invite code from either Capita SIMS or from your school administrator.

Please enter the code below and tap or click Register.

Name  (not you?)

Signed in with

Invitation Code



3. You are then required to provide the child's date of birth as a second piece of information to confirm identity.

On the child's profile:

What is your date of birth? (dd/mm/yyyy)

4. Once you have verified the date of birth you will see the following screen:

**Option Subjects**

Please select **three** subjects from this list and two reserve.

Remember, some courses are very similar. You can only choose one from each of the the following pairs:  
- Drama and Performing Arts  
- Art and Textiles

The order you choose your subjects and reserves is important. You should select subjects in your order of preference. If a course is oversubscribed, then the preference given to a subject is taken into consideration when allocating places.

You have chosen 3 of 3 courses and 2 of 2 reserves from this list

Art General	Reserve	Business 5 General	Reserve	Computer Studies General	Reserve
Dance General	Reserve	Drama General	Reserve	French General	Reserve
IT General	Reserve	Music General	Reserve	Performing Arts General	Reserve
PE General	Reserve	Photograph General	Reserve	Textiles GCSE Full Course	Reserve

**My Choices in Order of Preference** (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.

- 1 Art General Option Subjects
- 2 Computer Studies General Option Subjects
- 3 Dance General Option Subjects

**My Reserves in Order of Preference** (Total Reserves: 2)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- 1 Drama General Option Subjects
- 2 Photograph General Option Subjects

5. **On the child's profile:** Three options and two reserves should be selected as shown in the example above. Options are selected by clicking on the subject concerned. To select it as a reserve simply click the reserve button next to the subject. Repeating the process will deselect a choice.
6. Should you need to add a comment please add it in the 'Student Comments' box.

The registration steps for parents follow the same process.

**On the parent profile:** Parents need to view the form after the pupil has made their choices. They can then tick the Parent / Carer approval box. Changes to options on the child's page will require re-ticking of the Parent / Carer approval box.