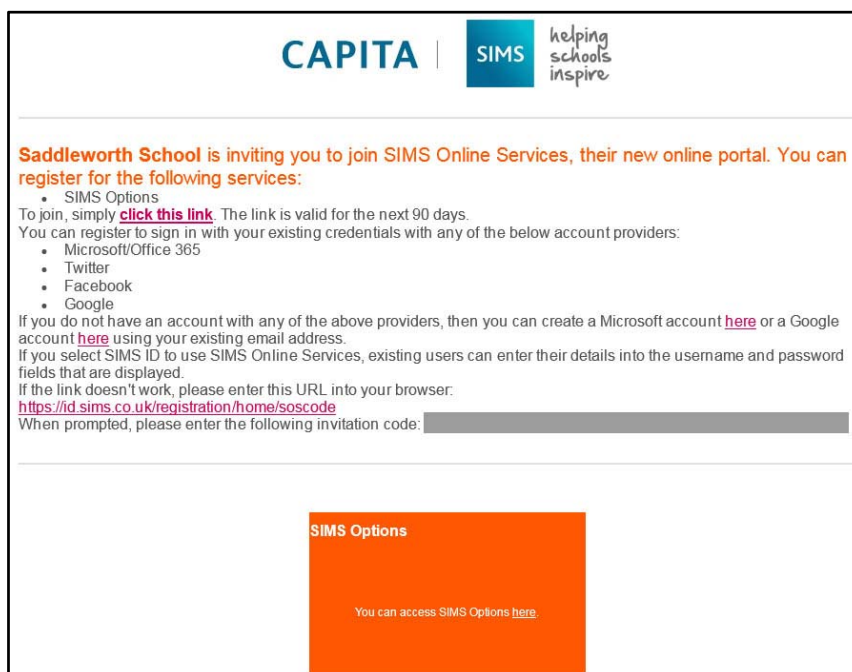


How to Use SIMS Options Online

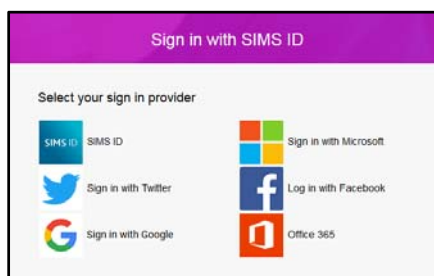
Step 1 – Receiving Your Invitation

You will soon receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled “Saddleworth School – SIMS Online Services Invite”, which will look something like the screenshot below:

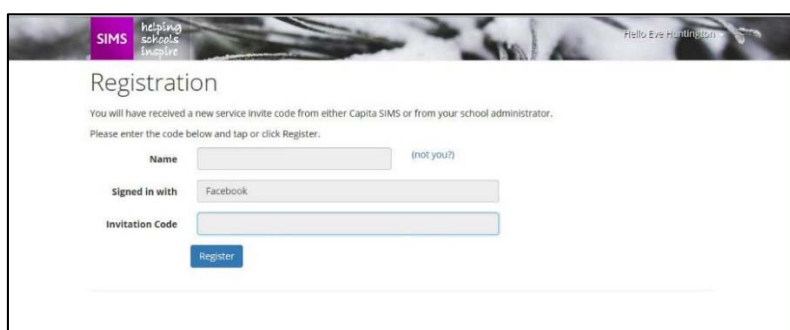


Step 2 – Setting Up Your Account


Click on the link at the top of the email that says “click this link”. 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):



On the second screen you will be asked to confirm your child's date of birth for authentication purposes:



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

Step 3 – Signing In

Please note, you only have to enter the invite code once for the process to work. For subsequent logins, simply 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

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.



Home

Current Role **Parent** Sign Out

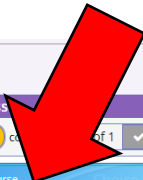
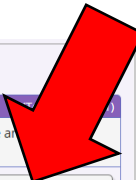
My children's choices

Children With Active Option Plans

Select a child to approve or unapprove their choices

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:

▼ TGOLDS

Humanities and Business

You have chosen 1 of 2 courses and 1 of 1 reserves from this list

BStudies GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve
History GCSE 9 - 1 Full Course			Reserve

Arts and Computing

You have chosen 0 of 2 courses and 0 of 1 reserves from this list

Art GCSE 9 - 1 Full Course	Reserve	Computing GCSE 9 - 1 Full Course	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve

My Choices in Order of Preference

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

- BStudies**
GCSE 9 - 1 Full Course Humanities and Business

My Reserves in Order of Preference (Total Reserves: 0)

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

No reserves selected.

Step 6 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choices. To do this, click on the “Reserve” button beside the subject(s) you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”:

The screenshot shows the TGOLDS interface with two main sections: 'Humanities and Business' and 'Arts and Computing'. In the 'Humanities and Business' section, 'BStudies' and 'History' are selected, and 'Geography' is highlighted as a reserve choice. In the 'Arts and Computing' section, 'Art', 'Drama', 'Computing', and 'Music' are listed. On the right, 'My Choices in Order of Preference' shows 'BStudies' as the first choice, and 'My Reserves in Order of Preference' shows 'Geography' as the first reserve. Red arrows point to the 'Reserve' buttons and the reserve lists.

Step 7 – Adjusting Orders of Preference

Options choices and reservations appear in the order they have been selected by default. If you wish to emphasise that one option is preferred (this is particularly useful for Box 2 and 3 combined options). To alter the order, click on the option you wish to move:

The screenshot shows the 'My Choices in Order of Preference' list with four items: 1. BStudies, 2. History, 3. Art, and 4. Music. A red arrow points to the 'History' item, indicating the first step in adjusting the order.

1. Click on History

The screenshot shows the 'My Choices in Order of Preference' list with 'History' selected. A green box highlights the 'History' item, and a red arrow points to it, indicating the second step in adjusting the order.

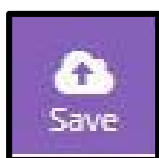
2. Click on the green box for the new position for History, in this case top.

The screenshot shows the 'My Choices in Order of Preference' list with the new order: 1. History, 2. BStudies, 3. Art, and 4. Music. A red arrow points to the 'History' item, indicating the third step in adjusting the order.

3. The new order of preference will be displayed, showing History on top.

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. You do not need to tick the Parental consent box as you are already logged in as a parent.



The screenshot shows the bottom of the TGOLDS interface with a purple bar containing a 'Save' button, a 'Show Notes' button, and a 'Hide Notes' button. A red arrow points to the 'Save' button.