

How to Use SIMs Options Online



Step 1 — Receiving Your Invitation







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.

Step 2 — Setting Up Your Account

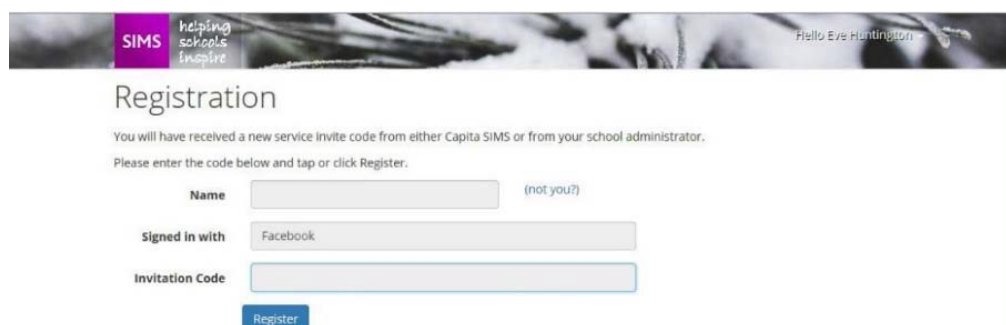
Click on the link at the top of the email that says “click this link”. This will ask you to login. You can sign in with your own personal Office 365/Microsoft/Hotmail, Twitter, Facebook or Google/Gmail account. The only one that will not work is the SIMS ID option



Sign in to School Admin

	Sign in with SIMS ID
	Sign in with Facebook
	Sign in with Twitter
	Sign in with Google
	Sign in with Microsoft
	Sign in with Office 365

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



The screenshot shows a registration form with the following fields and elements:

- Header: SIMS logo, tagline "helping schools inspire", and "Hello Eve Huntington".
- Title: "Registration"
- Text: "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."
- Field: "Name" with a text input box and "(not you?)" link.
- Field: "Signed in with" with a dropdown menu showing "Facebook".
- Field: "Invitation Code" with a text input box.
- Button: "Register"

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

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 – Making Options Choices

Click on the name of the subject(s) you wish to choose, do not click on the reserve button until you have completed your initial choices. The selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen:

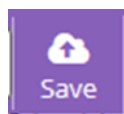
The screenshot displays the user interface for selecting courses. It is divided into two main sections: Section 1 and Section 2. Section 1 shows a grid of course options with 'History' selected. Section 2 shows a grid of course options with 'Business GCSE' selected. To the right, there are two vertical panels: 'My Choices in Order of Preference' and 'My Reserves in Order of Preference'. The 'My Choices' panel lists 'History', 'Business GCSE', and 'German'. The 'My Reserves' panel lists 'Food'.

Step 7 – Adjusting Orders of Preference

Options choices 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 Section 2). To alter the order click on the subject, click on the green box for the new position of the subject and the new order of preference will be display.

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.



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