

## How to Register and Use SIMS Options Online

If you have already signed up to SIMS online to update your contact details please go straight to step 3.

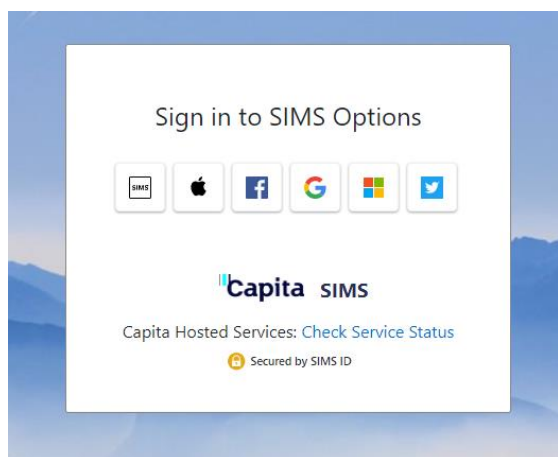
### **Online Step 1 – Receiving Your Invitation**

You will soon receive an email to the primary contact email address we have for your child from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) titled “Broadwater School – SIMS Online Services Invite”. Please check your junk box as it may have gone into there.

**IMPORTANT NOTE** – Your activation email will expire after 14 days if it is not used so please ensure you sign up at your earliest convenience.

### **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.

### **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](http://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 Parent Role**

When you are successfully logged in your profile should default to parent view. If this is not the case use the “Current Role” drop down box in the top right corner to switch to parent view to bring up the options page.

## Step 5 – Making Options Choices

Click on the name of the EBacc subject you wish to choose, then click the 3 options from the open list. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen.

The screenshot shows the 'EBacc Choice' interface. At the top, it says 'You have chosen 1 of 1 courses from this list'. Below this, there are several subject options, each with a 'Reserve' button and a note: 'This course is also available in Open 3 options'. The subjects listed are Computer Science, French, Geography, History, and Spanish. On the right side, there is a section titled 'My Choices in Order of Preference' with '(Total Choices: 1)'. It contains a single choice: '1 Computer Science GCSE 9 - 1 Full Course EBacc Choice'. Below this is a section titled 'My Reserves in Order of'.

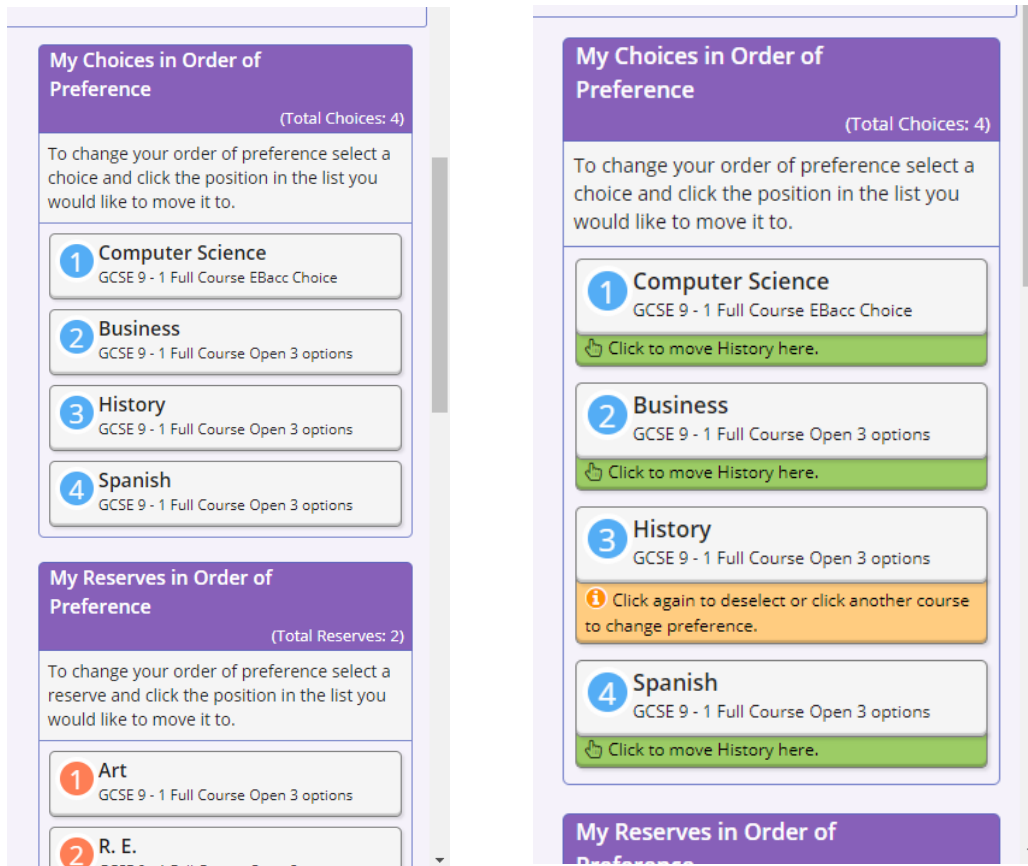
## Step 6 – Making Your Reserve Choices

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

The screenshot shows the 'EBacc Choice' interface with '3 of 3 courses and 2 of 2 reserves from this list'. The subjects are arranged in a grid. The 'Reserve' buttons are highlighted in orange for 'Art', 'R. E.', and 'Drama'. The 'Reserve' buttons are highlighted in blue for 'Business', 'History', and 'Spanish'. A message says 'You have selected this course in EBacc Choice' next to the 'Computer Science' choice. The subjects listed are Art, Business, Drama, Geography, Music, R. E., D&T Food, D&T Res. M, VCert PE, Asdan, Computer Science, French, History, Physical E, Spanish, D&T Graphi, and VCert Food.

## Step 7 – Adjusting Orders of Preference

Option choices and reservations appear in the order they have been selected by default. To alter the order, click on the option you wish to move:



### 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.

