

How to Register and Use SIMS Options Online

Step 1 – Receiving Your Invitation

You will receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled "Stanborough School – SIMS Online Services Invite".

Step 2 – Setting Up Your Account

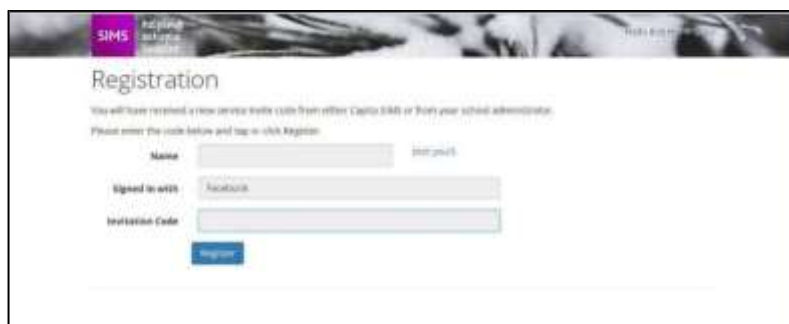
IMPORTANT NOTE: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter. The only one that will not work is SIMS ID.

Follow the link in the email to be directed to the **Sign in** page.



Users should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant account and you will be directed to sign in using your existing details.

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



For verification purposes:

Parents are required to enter the Date of Birth of one of their children attending the school. Students are required to enter their own Date of Birth.



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.

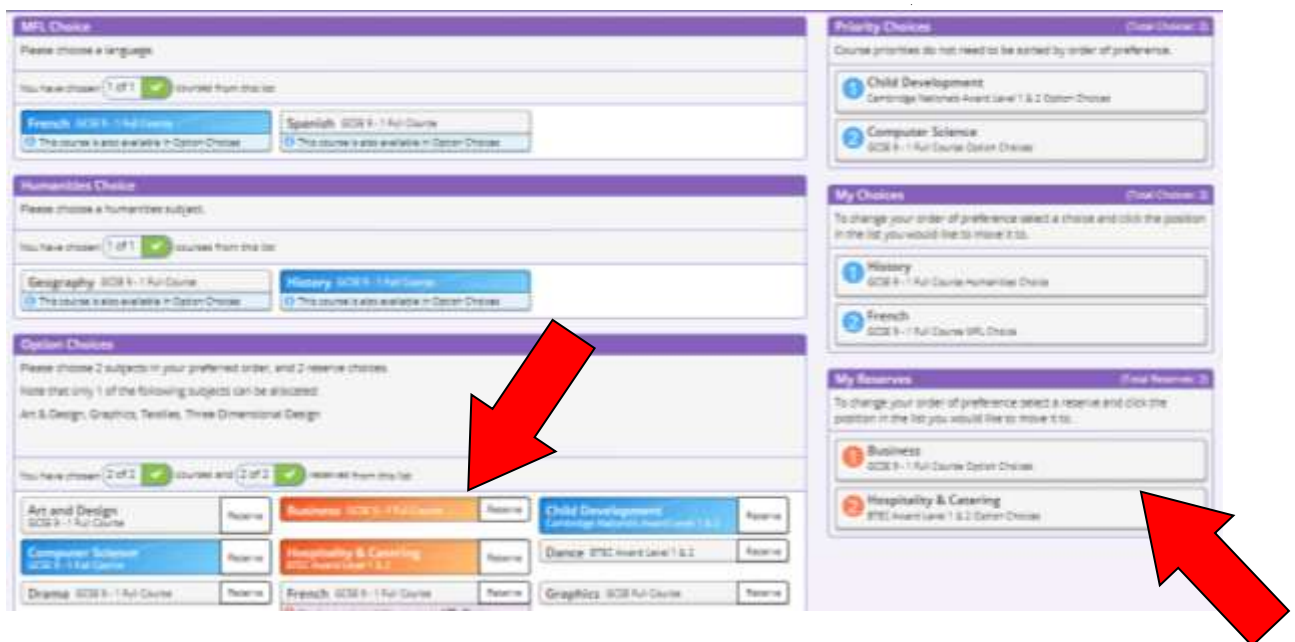


Step 5 – Making Options Choices

Click on the name of the subject(s) you wish to choose in each section. A selected choice will be highlighted in blue and appear in the list of choices on the right-hand side of the screen:



You can choose reserve choices in the Option Choices section by clicking on **Reserve**. Reserve choices appear in orange and appear in 'My Reserves' in order of preference.



Step 7 – Adjusting Orders of Preference

Options choices and reservations appear in the order they have been selected. To alter the order, simply clear the current choices and reselect in order.

Step 8 – Saving Your Choices

It is essential to click the **save** button at the top of the screen before you sign out and close the browser.

