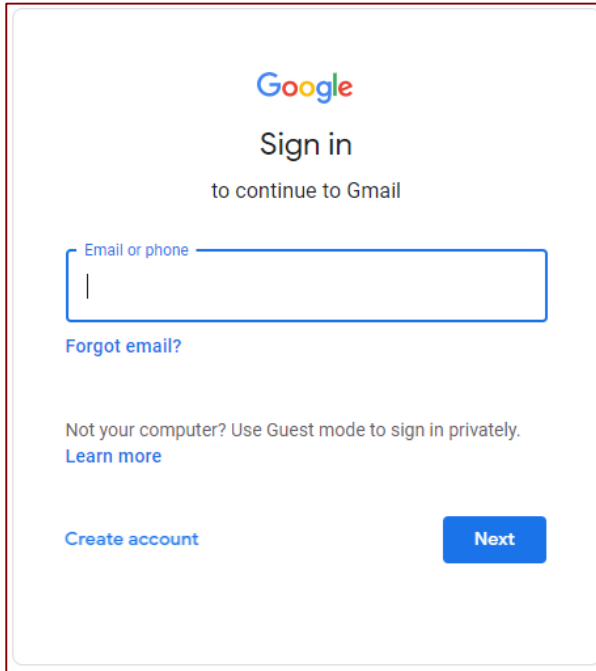


## How to Log in to SIMS Options online

1. **Access your School pupils Google email account** - either at school as usual, or from home by clicking on the following link: <https://mail.google.com/mail>



The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text 'Sign in' is centered, followed by 'to continue to Gmail'. A text input field is present with the placeholder text 'Email or phone' and a vertical cursor. Below the input field, there is a link for 'Forgot email?'. Further down, a message reads 'Not your computer? Use Guest mode to sign in privately.' with a 'Learn more' link. At the bottom left, there is a 'Create account' link, and at the bottom right, there is a blue 'Next' button.

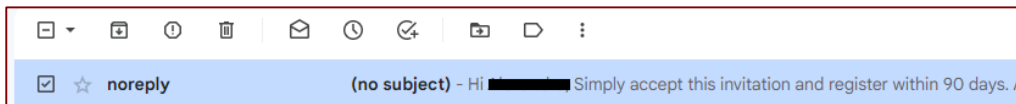
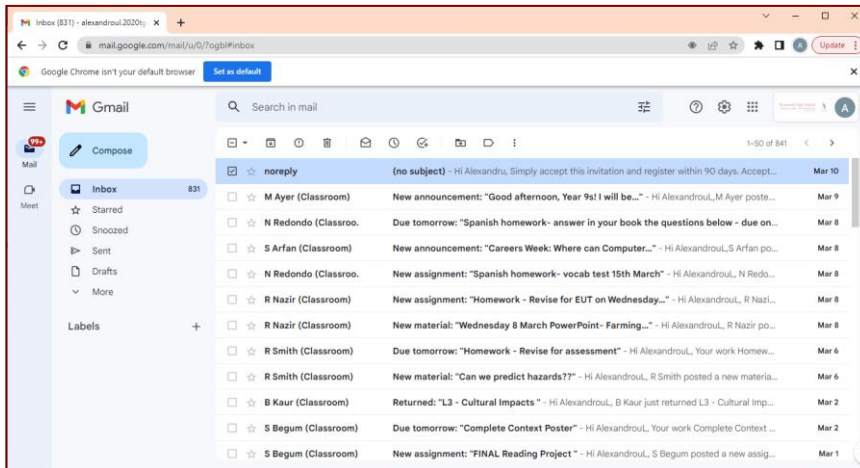
If accessing remotely from home, please ensure you have logged into Google Chrome using your school login, e.g. [studentX@elearning.wansteadhigh.co.uk](mailto:studentX@elearning.wansteadhigh.co.uk) enter your password then click 'Sign In'.

You will then be granted access to your school email account.

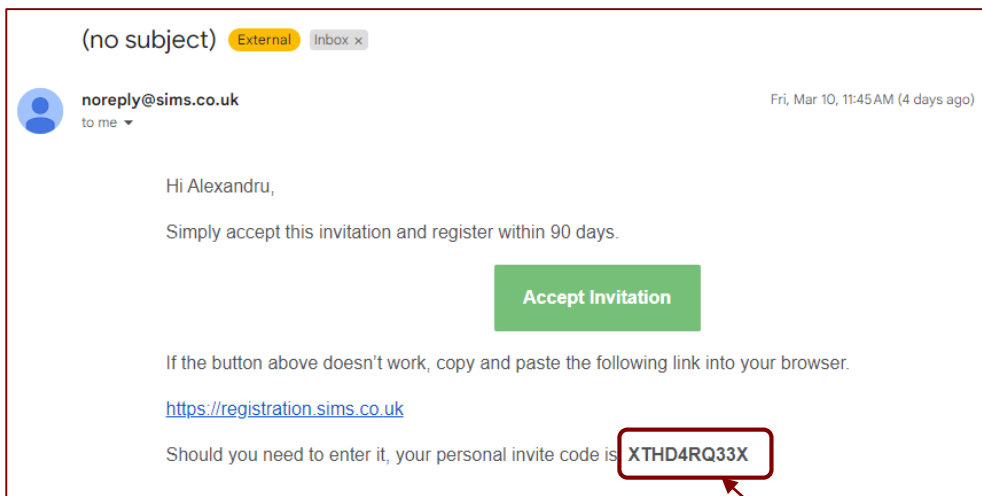
Please keep your email browser open while logging in to SIMS Options online.

## 2. Accept the Invitation

You will receive an email to your school email address from [noreply@sims.co.uk](mailto:noreply@sims.co.uk).



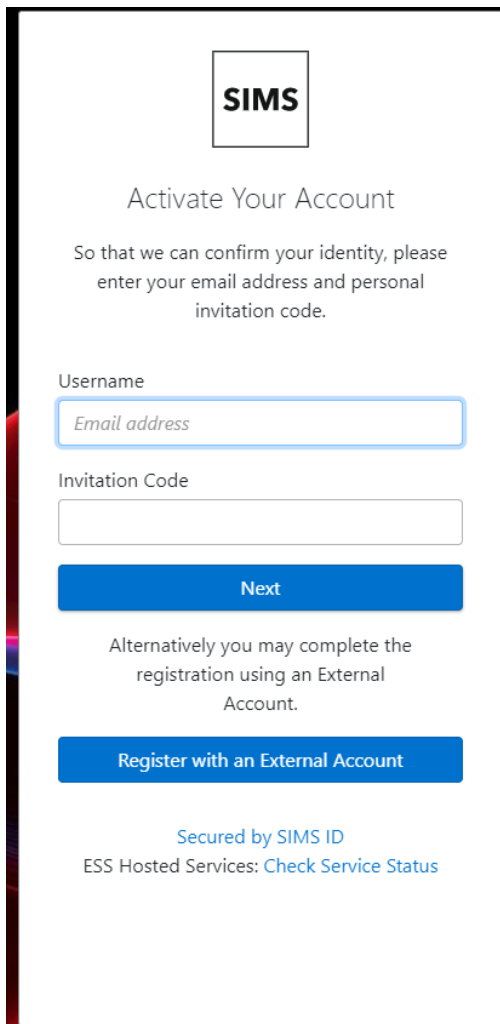
Click on the 'Accept Invitation' button



This invitation code will be needed for registration.

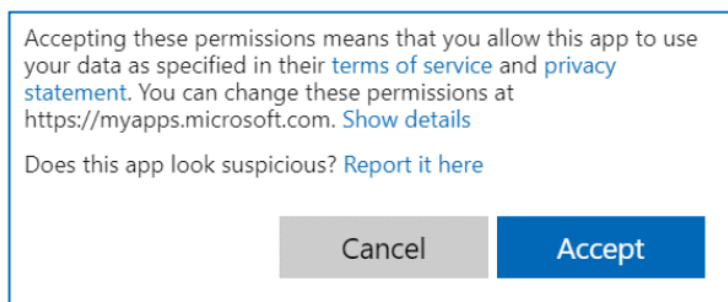
### 3. Register your account.

Type in your school email address and copy the Invitation code from the email you have received.



The screenshot shows a registration page for SIMS. At the top is the SIMS logo. Below it is the heading "Activate Your Account". A message states: "So that we can confirm your identity, please enter your email address and personal invitation code." There are two input fields: "Username" with a placeholder "Email address" and "Invitation Code". A blue "Next" button is below the fields. Below the button, it says "Alternatively you may complete the registration using an External Account." and a blue button labeled "Register with an External Account". At the bottom, it says "Secured by SIMS ID" and "ESS Hosted Services: [Check Service Status](#)".

You may be asked to accept permissions. Please click on accept.



The screenshot shows a permission dialog box with a blue border. The text inside reads: "Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)". Below this is the question "Does this app look suspicious?" followed by a blue link "[Report it here](#)". At the bottom are two buttons: a grey "Cancel" button and a blue "Accept" button.

You will be prompted to create a password, please ensure you remember this and make a note of this somewhere safe.

Please answer security questions, which is to enter your date of birth e.g. 05/03/2008 Click on the 'Verify' button.

## 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)**

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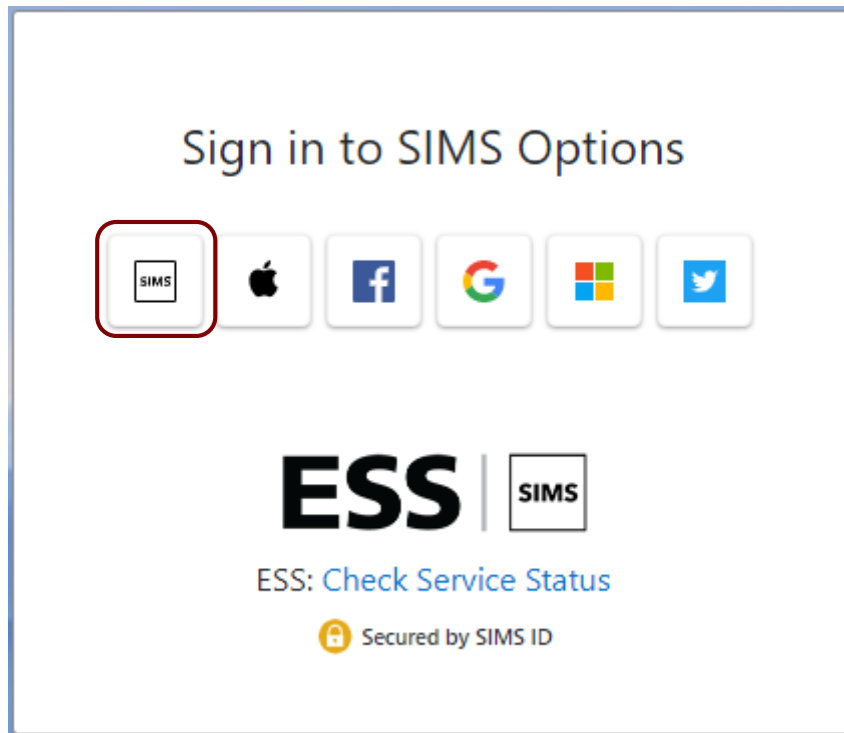
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**You will now see the SIMS Options screen, ready for you to enter your subject choices**

## How to Log in to SIMS Options online

Once the registration process is complete, pupils should sign into SIMS Options using the following web address:- <https://www.sims-options.co.uk>

1. Please click the **SIMS ID** icon.



2. Enter your school email as the username and password (you created when registering), then click the sign in button. You will be taken directly to the options selection

# How do pupils make their choices?

Once pupils have logged in they will be presented with a screen with subjects separated into 4 blocks (Block A, B, C and D).

The screenshot shows the 'Student Choices' interface. At the top, there's a 'Save' button. Below is the 'Personal Details' section with fields for Preferred Forename, Preferred Surname, Photograph, Gender, Date of Birth, Year Taught In (set to 9), Registration Group, House, Admission Number, Enrolment/Admission Status (set to 'On Roll'), and SEN Status. Below this is 'Pathway: A'. The main area contains three 'Options Block' sections. Each block shows a grid of subject cards. Each card includes the subject name, 'GCSE 9 - 1 Full Course', and a 'Reserve' button. Some cards also have an information icon and a note like 'This course is also available in other lists.' or 'This course is also available in Options Block X'. At the top of each block, it says 'You have chosen 0 of 1 courses and 0 of 1 reserves from this list'.

**Pupils need to select One Subject from each block and a maximum of 2 reserves from any of the blocks.**

Click on the subject title to make a choice.

History GCSE 9 - 1 Full Course Reserve  
i This course is also available in other lists.

Click on the reserve button to set a reserve choice.

History GCSE 9 - 1 Full Course Reserve  
i This course is also available in other lists.

History GCSE 9 - 1 Full Course Reserve Reserve  
i This course is also available in other lists.

Once you have made your choices they will appear on the right hand side of the screen.

**My Choices in Order of Preference** (Total Choices: 4)

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

- 1 History**  
GCSE 9 - 1 Full Course Option Block A
- 2 Sociology**  
GCSE 9 - 1 Full Course Options Block B
- 3 French**  
GCSE 9 - 1 Full Course Options Block C
- 4 Design Tech**  
GCSE 9 - 1 Full Course Options Block D

**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 Phys Ed**  
GCSE 9 - 1 Full Course Options Block D
- 2 Food**  
GCSE 9 - 1 Full Course Options Block C

