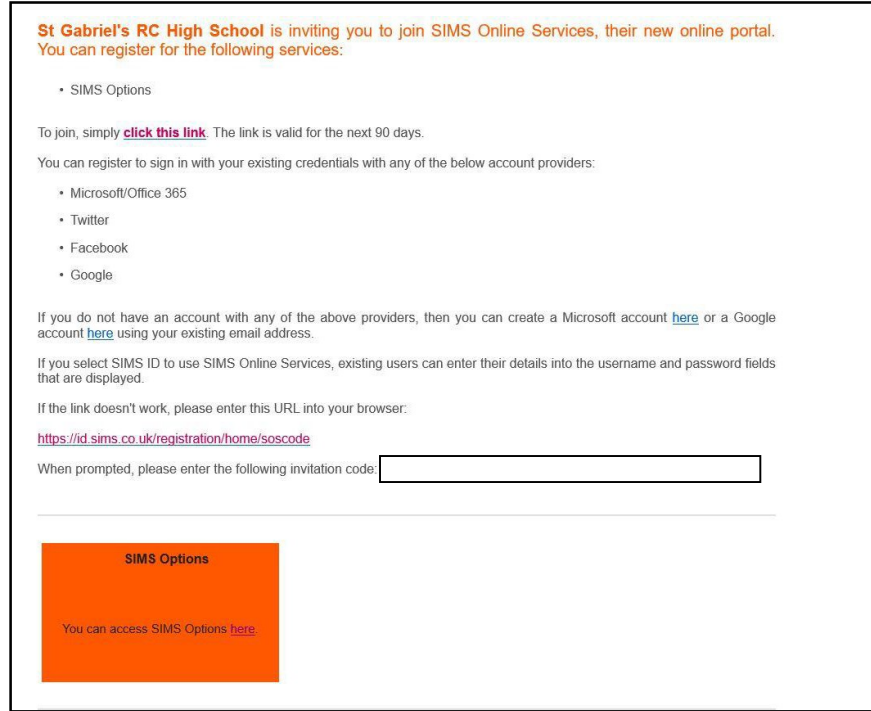


# How to Register and Use SIMS Options Online



## 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](mailto:noreply@sims.co.uk) titled "Purbrook Park School – SIMS Online Services Invite", which will look something like the screenshot below:

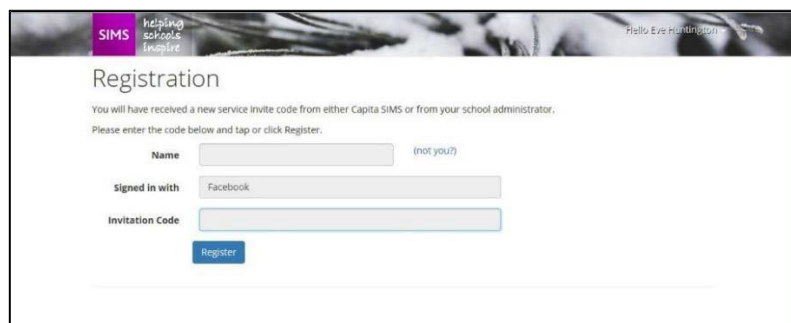


## Step 2 – Setting Up Your Account

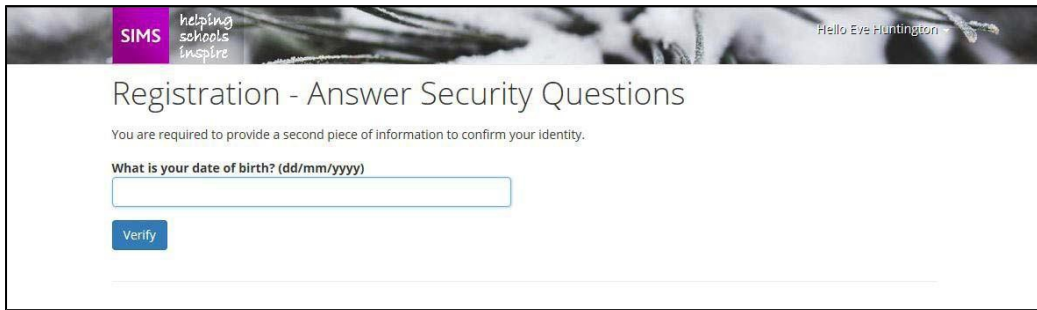
Click on the link at the top of the email that says "click this link". This will ask you to login. You can sign in with your own personal Office 365/Microsoft/Hotmail, Twitter, Facebook or Google/Gmail account. The only one that will not work is the SIMS ID option, which may appear above the Twitter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



### **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).

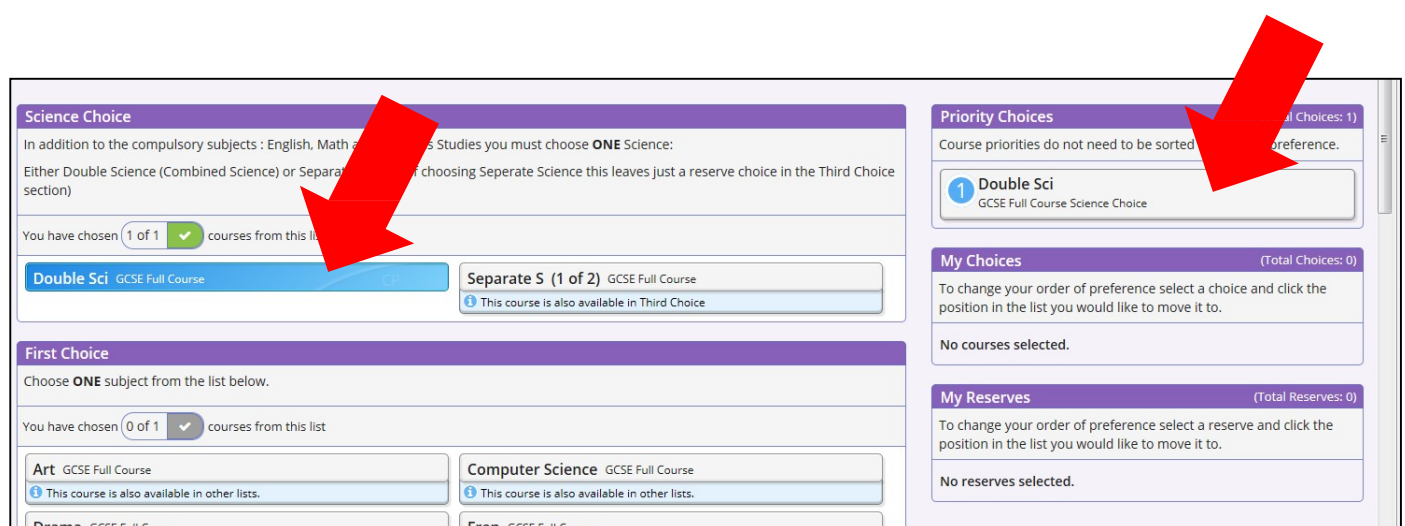
### **Step 4 – Selecting Student Role**

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.



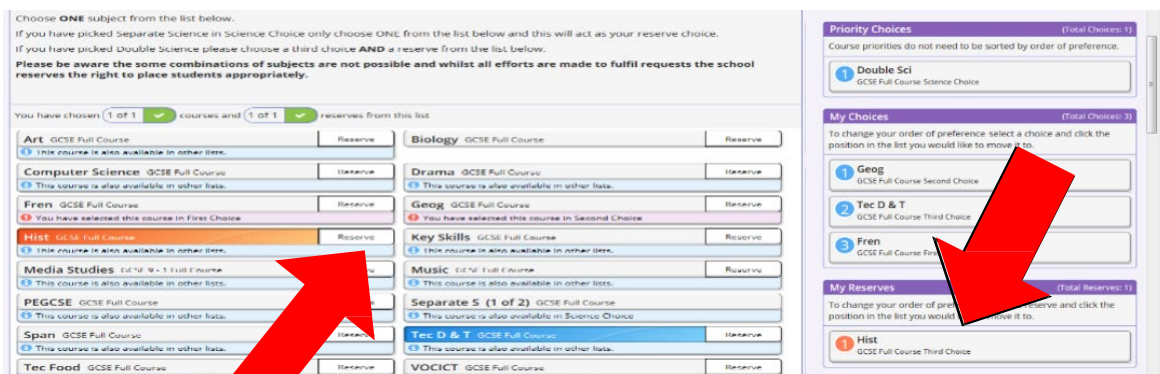
### **Step 5 – Making Options Choices**

Click on the name of the subject(s) you wish to choose, 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:



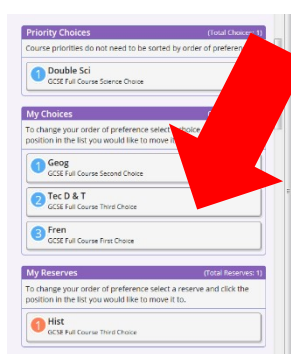
## Step 6 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choice in the Third Choice Option. 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":

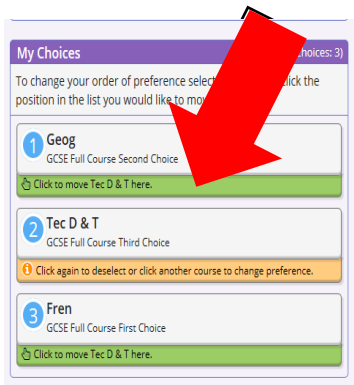


## Step 7 – Adjusting Orders of Preference

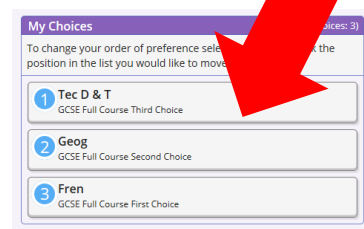
Options choices and reservations appear in the order they have been selected by default. If you wish to emphasise that one option is preferred. To alter the order, click on the option you wish to move:



1. Click on D&T



2. Click on the green box for the new position for D&T, in this case top.



3. The new order of preference will be displayed, showing D&T 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.

