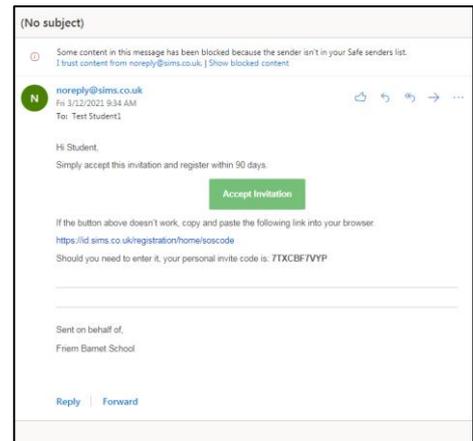
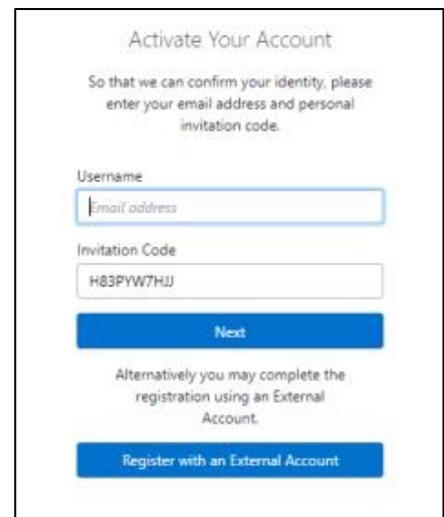


## Setting up an Account for Options Online

1. You will receive an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). Click the **Accept Invitation** button in the invitation email.

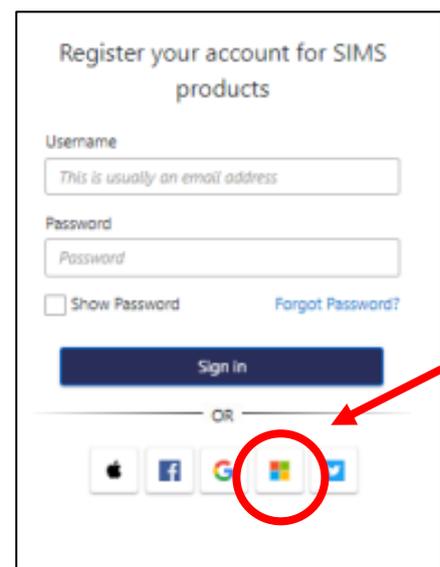


2. The **Activate Your Account** screen is displayed. Click the **Register with an External Account** button.

A screenshot of the "Activate Your Account" screen. It asks the user to enter their email address and personal invitation code. There are two input fields: "Username" (with a placeholder "Email address") and "Invitation Code" (with the value "H83PYW7HJJ"). Below these is a blue "Next" button. At the bottom, there is a link "Alternatively you may complete the registration using an External Account." and a blue button labeled "Register with an External Account".

3. Select **Microsoft Office 365**. On clicking on this button, you will be transferred to the Third Party to complete standard account authentication.

4. Sign into your account.

A screenshot of the "Register your account for SIMS products" screen. It has input fields for "Username" (placeholder "This is usually an email address") and "Password" (placeholder "Password"). There is a checkbox for "Show Password" and a link for "Forgot Password?". Below these is a dark blue "Sign in" button. Underneath, there is an "OR" separator and a row of social media icons: Apple, Facebook, Google, Microsoft, and Twitter. The Microsoft icon is circled in red, and a red arrow points to it from the right.

- The **Registration** screen appears. Your name and third-party provider details are displayed. Paste **your personal invite code** from your invitation email into the **Invitation Code** field. Click the **Register** button.

Registration

You will have received a new service invite code from either SIMS or from your school administrator. Please enter the code below and tap or click Register.

Name: AneetaAbdulrah@outlook.com (not you?)

Signed in with: Microsoft

Invitation Code: H83P/W7HJ

Register

- At the **Account Registration** screen enter your date of birth and click the **Verify** button. Your account is now set up. On completion your SIMS Online Service launches.

Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

12/01/2009

Verify

### Making Your Options Choices

Click on the name of the subjects you wish to choose. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen.

Once you have made your choices, you need to select your reserve choice. To select your reserves click on the **Reserve** button beside the subject you wish to pick.

It is vital you press the **save** button at the top of the screen.

Student Choices - Student Test (001899)

Save Show Notes Hide Notes

**Options Subjects**

Please choose four courses from the list below and two reserve choices.

You have chosen 4 of 4 courses and 2 of 2 reserves from this list

Art GCSE Full Course	Reserve	Business Studies GCSE Full Course	Reserve
Computer Science GCSE Full Course	Reserve	Dance GCSE Full Course	Reserve
Drama GCSE Full Course	Reserve	French GCSE Full Course	Reserve
Film GCSE Full Course	Reserve	Geography GCSE Full Course	Reserve
History GCSE Full Course	Reserve	Media Studies GCSE Full Course	Reserve
Music GCSE Full Course	Reserve	Physical education (GCSE GCSE Full Course)	Reserve
Religious studies GCSE Full Course	Reserve	Spanish GCSE Full Course	Reserve
Technology GCSE Full Course	Reserve	Food Technology GCSE Full Course	Reserve
Textiles GCSE Full Course	Reserve		

**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.

- Media Studies GCSE Full Course Options Subjects
- Art GCSE Full Course Options Subjects
- Drama GCSE Full Course Options Subjects
- History GCSE Full Course Options Subjects

**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.

- Spanish GCSE Full Course Options Subjects
- Religious studies GCSE Full Course Options Subjects