

# How to 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 “Shelley College – SIMS Online Services Invite”, which will look something like the screenshot below:

Shelley College is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Student
- SIMS Options
- SIMS Activities

To join simply [click this link](#). The link is valid for the next 90 days

You can register to sign in with your existing credentials with the below account provider:

- Microsoft office

## 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 school account - Microsoft



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

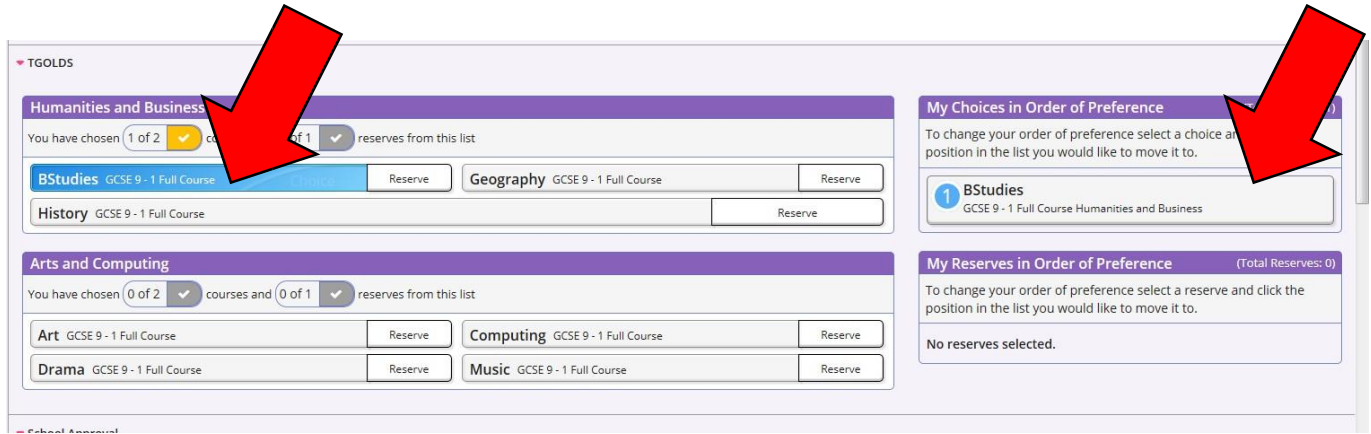
On the second screen you will be asked to confirm your date of birth for authentication purposes:

### 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. Microsoft).

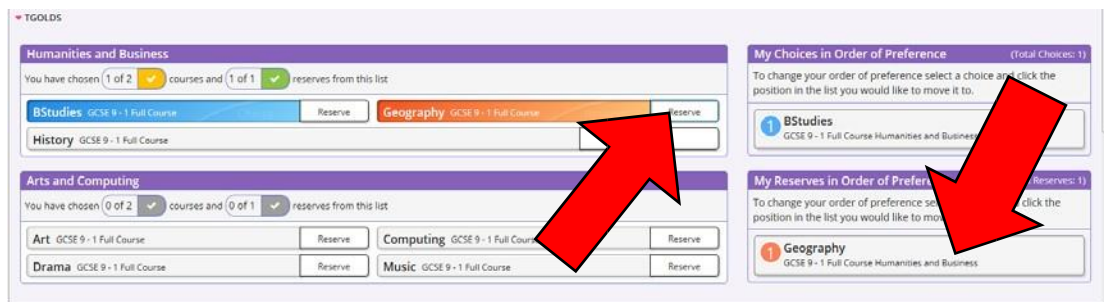
### Step 4 – Making Options Choices

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:



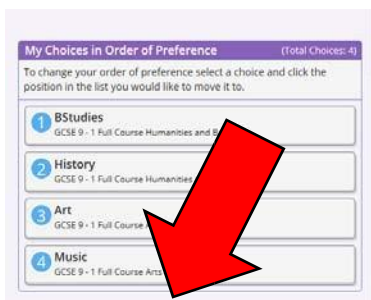
### Step 5 – Making Your Reserve Choices

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



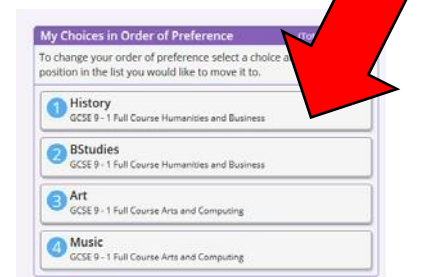
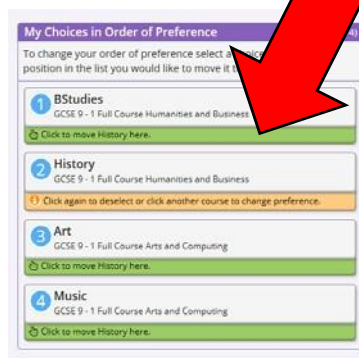
### Step 6 – Adjusting Orders of Preference

Options choices and reservations appear in the order they have been selected by default. If you wish to emphasise that one option is preferred (this is particularly useful for Box 2 and 3 combined options). To alter the order, click on the option you wish to move:



1. Click on

3.



The new order of preference will be displayed, showing History on

2. Click on the green box for the new top position for History, in this case top.

### **Step 7 – 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.

