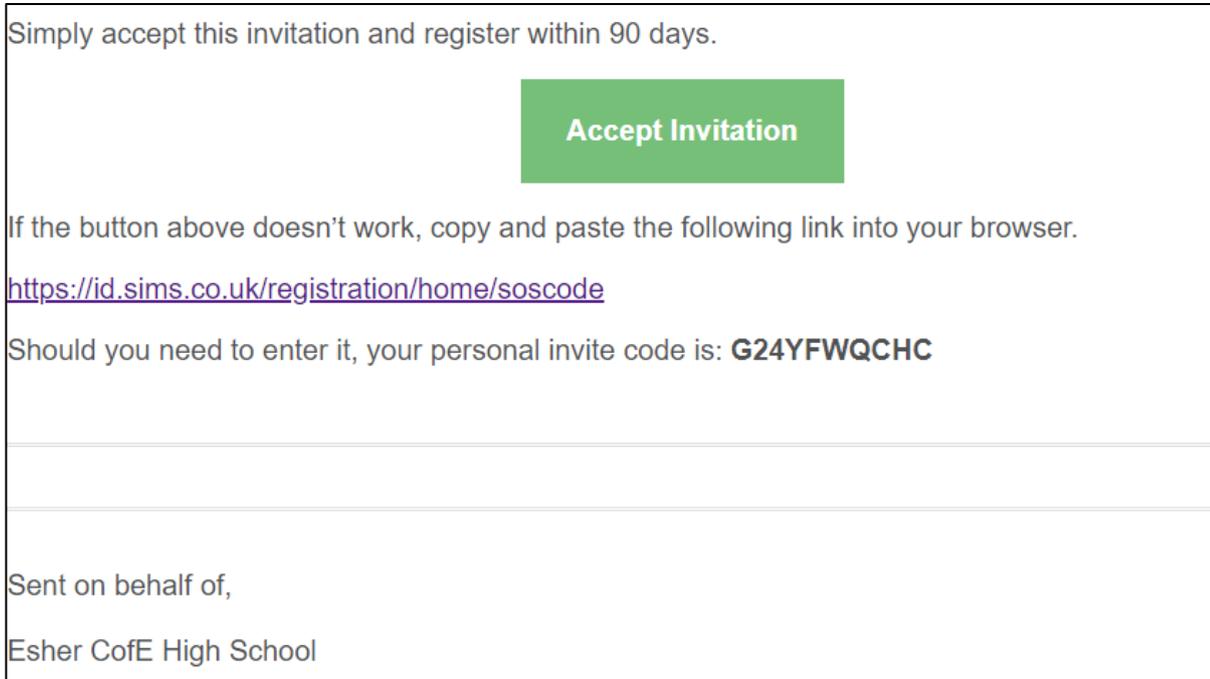


## Options Online – Parent SIMS Registration and use

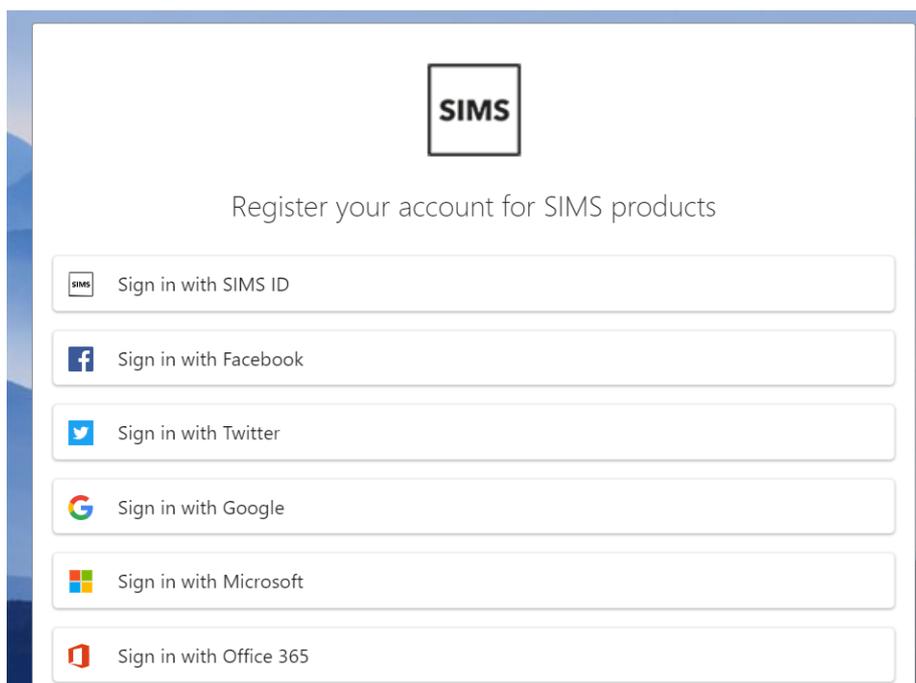
### Step 1:

Receiving your invitation, you should have received an email to the primary contact email address we have for your child from noreply@sims.co.uk titled “Esher C of E High School – SIMS Online Services Invite”, which will look something like the screenshot below:



### Step 2:

Click on the link at the top of the email that says “Accept Invitation”. This will ask you to register your account for SIMS products. You will need to do this 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. Students will use the sign in with Microsoft option and use their school email address and password.



## Options Online – Parent SIMS Registration and use

### Step 3:

The next screen will be where your details are confirmed (your name and invite code should show here automatically). If the invite code does not auto fill, you will need to copy this from the initial email to the screen.

### Step 4:

You will be required to enter your child's date of birth to verify the account.

### Step 5:

Signing in – Please note, you only have to enter the invite code once for the process to work.

The next time you log in, simply go to the website [www.sims-options.co.uk](http://www.sims-options.co.uk) and sign in with the online service you used when you set your account up (e.g. gmail etc). You will need to select this service each time you log in. Once logged in, you may need to select the role in the top right corner.

### Step 6: 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:

The screenshot shows the 'Open' section of the Options Online interface. At the top, it says 'You have chosen 3 of 3 courses from this list'. Below this is a grid of subject options. A blue arrow points to the 'Fine Art' option, which is highlighted in blue. To the right, there are two panels: 'Priority Choices' (Total Choices: 0) and 'My Choices' (Total Choices: 3). The 'My Choices' panel lists the selected subjects in order: 1. Fine Art, 2. Citizenship, and 3. D & T Timbers. A blue arrow points down from the 'My Choices' panel to the 'Fine Art' option in the subject list.

Subject	Course Type
Fine Art	GCSE 9 - 1 Full Course
BTEC Enterprise	BTEC Tech Award Level 1/2
GCSE Business Studies	GCSE 9 - 1 Full Course
Computer Science	GCSE 9 - 1 Full Course
Citizenship	GCSE 9 - 1 Full Course
Dance	GCSE 9 - 1 Full Course
Drama	GCSE 9 - 1 Full Course
D & T Timbers	GCSE 9 - 1 Full Course
D & T Textiles	GCSE 9 - 1 Full Course
Food Preparation and Nutrition	GCSE 9 - 1 Full Course
French	GCSE 9 - 1 Full Course
Geography	GCSE 9 - 1 Full Course
Hospitality & Catering	BTEC Certificate Level 1 & 2
History	GCSE 9 - 1 Full Course
BTEC Information Tech	BTEC Tech Award Level 1/2
BTEC Creative Digital Media	BTEC Award Level 1 & 2

This section shows how many options you need to select and how many reserves you need to select.

## Options Online – Parent SIMS Registration and use

### Step 7: 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”:

The screenshot displays the 'Open' section with a grid of course cards. Each card includes the course name, level, and a 'Reserve' button. Some cards are highlighted in orange, indicating they are reserve choices. Below this is the 'Compulsory Subject' section, which shows a grid of compulsory subjects like Computer Science, French, History, Spanish, and Geography, each with a 'Reserve' button. To the right, the 'Priority Choices' section shows a list of selected courses, and the 'My Choices' section shows a list of preferred courses in their current order.

### Step 8: 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, you can alter the order by clicking on the option you wish to move:

The three screenshots show the 'My Choices' section in sequence. The first shows the default order: 1. Fine Art, 2. Citizenship, 3. D & T Timbers. The second shows the user clicking on the 'Citizenship' card, with a green box highlighting the card and a message: 'Click to move Citizenship here.' The third shows the updated order: 1. Citizenship, 2. Fine Art, 3. D & T Timbers.

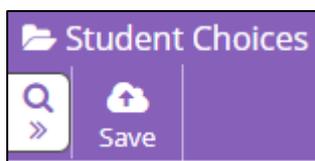
Eg: Click on  
Citizenship

Click on the green box  
for the new position of  
Citizenship

The new order of  
preference will be  
displayed

### Step 9 – Saving Your Choices

It is vital you press the save button at the top left of the screen otherwise the choices will be lost when you close the browser. Changes can be made up until the February 12, 2021 deadline, just remember to hit save!



## Options Online – Parent SIMS Registration and use

If you have not received an invite from us this is because we do not hold a valid email address for contact the primary contact. Please contact [office@esherhigh.surrey.sch.uk](mailto:office@esherhigh.surrey.sch.uk) to confirm your email address.

### Key Links

[www.esherhigh.surrey.sch.uk/students/options](http://www.esherhigh.surrey.sch.uk/students/options)

[www.sims-options.co.uk](http://www.sims-options.co.uk)