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:

Simply accept this invitation and register within 90 days.

Accept Invitation

If the button above doesn't work, copy and paste the following link into your browser.

https://id.sims.co.uk/registration/home/soscode

Should you need to enter it, your personal invite code is: **G24YFWQCHC**

Sent on behalf of,

Esher CofE High School
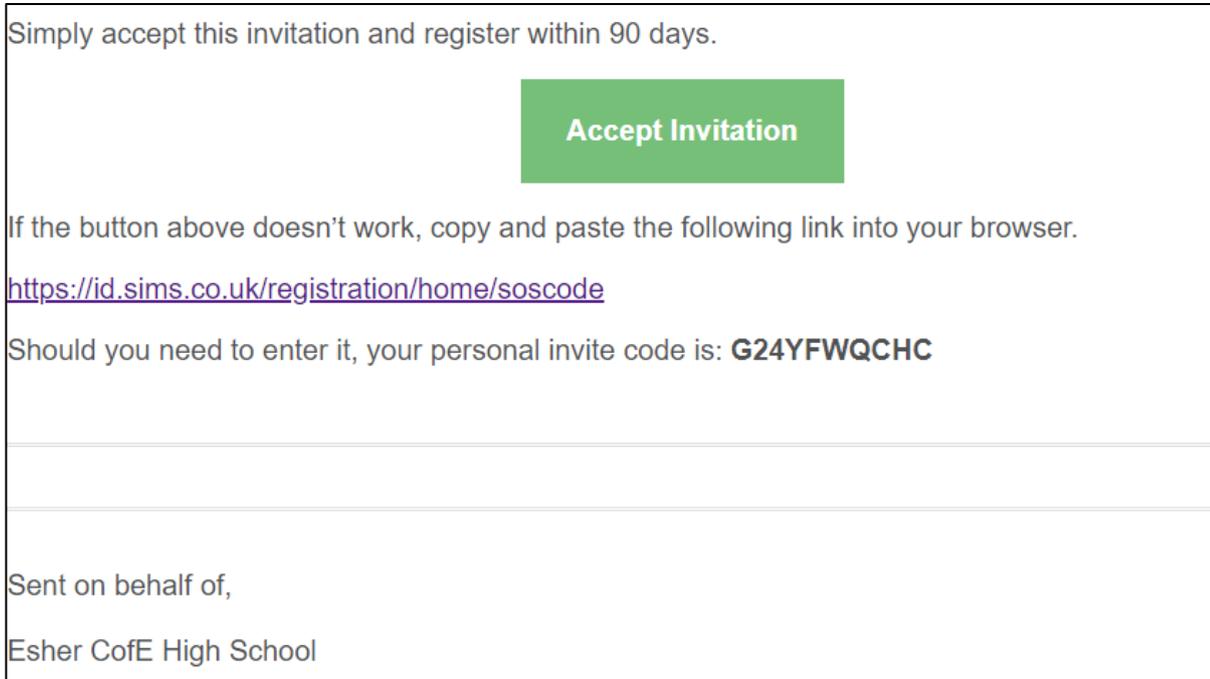
Step 2:

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.

SIMS

Register your account for SIMS products

Sign in with SIMS ID

Sign in with Facebook

Sign in with Twitter

Sign in with Google

Sign in with Microsoft

Sign in with Office 365
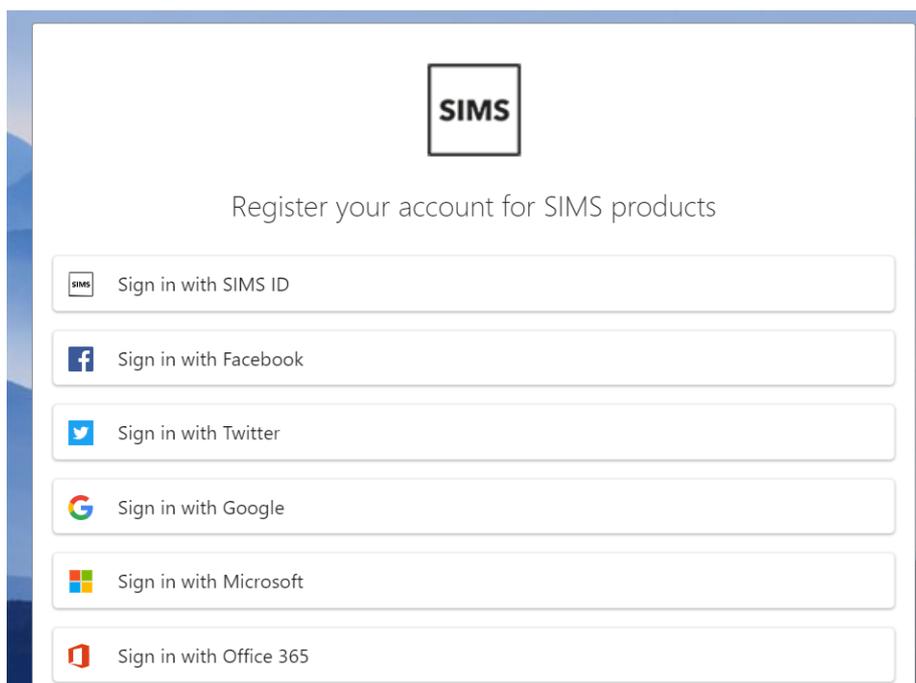
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Step 3:

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 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:

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

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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":

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:

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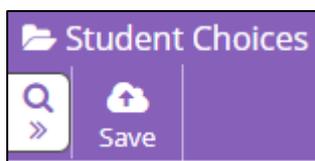
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If you have not received an invite from us this is because we do not hold a valid email address for contact the primary contact. Please contact office@esherhigh.surrey.sch.uk to confirm your email address.

Key Links

www.esherhigh.surrey.sch.uk/students/options

www.sims-options.co.uk