

A Guide to Selecting Your Options

STEP 1: Email invitation

Log into your school email. You will receive an email inviting you to join Options Online from noreply@sims.co.uk.

Open the email and click on the **"Accept Invitation"** box and it will take you to the login page. (If this doesn't happen, make a note of your personal invite code and click on the link below the box).

STEP 2: Sign in to SIMS Online

On the login page click on **"Sign in with Office 365"**. Use your school email address and password as normal. You will then be taken to the registration page where your name and invitation code will be displayed.

Click **Register**.

You will then be asked to enter your date of birth as: **dd/mm/yyyy**.

Click **Verify**.

STEP 3: Options Online – Making option choices

You will need to choose from 3 sections:

Option A – **choose 1 main subject and 1 reserve**

Option B – **choose 1 main subject and 1 reserve**

Option C – **choose 1 main subject and 1 reserve**

Option A subject choice:

Click on the name of the subject you wish to study. The box will turn blue and the subjects will appear in the right hand column: **Priority choices**.

Reserve choice: Click on the reserve box (to the right of the subject name), the box will turn orange and the subjects will appear in the right hand column: **My reserves**.

Follow the above steps for Option B and Option C.

STEP 4: Double check your option choices

In the right hand column you should have geography or history as one of your main subject choices.

If you wish to change a subject, you can just click on the name under the Option block to deselect it and choose another subject in it's place.

STEP 6: Save and sign out

Once you have clicked your options and you are happy with them, click SAVE (at the top left of the screen).

Click on the triangle near your name in the top right and click sign out.

Your option choices have now been submitted.