



How to Register and Use 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 titled "The Birley Academy invites you to SIMS Parent", which will look something like the screenshot below:

Hi David,

You're invited to start using SIMS Parent to manage your child's personal details at The Birley Academy.

Simply accept this invitation and register within 90 days.



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:

Once you've registered you can sign in using your web browser at www.sims-parent.co.uk.

You can also use the app for convenience when you're out and about.



Step 2 - Setting Up Your Account

Click on the green "Accept Invitation" box. This will take you to a registration page. You can sign in with your own personal Facebook/Twitter/Google/Microsoft or Office 365 account. The only one that will not work is the SIMS ID option.

	SIMS	
	Register your account for SIMS products	
1945	Sign in with SIMS ID	
f	Sign in with Facebook	
۷	Sign in with Twitter	
G	Sign in with Google	
	Sign in with Microsoft	
a	Sign in with Office 365	

Once you have signed in via your preferred method you will be taken to the screen below (your name and invite code will show here automatically). Click "register"





SIMS			
Registration			
You will have received a new s	ervice invite code from either Capita S	IMS or from your school administrator.	
Please enter the code below a	nd tap or click Register.		
Name		(not you?)	
Signed in with	Google		
Invitation Code	Please entry version e code		
	Register		

On the second screen you will be asked to confirm your **child's** date of birth. Please enter their DOB and click "Verify".

3	SIMS Selects Hunter Ston
	Registration - Answer Security Questions
	What is your date of birth? (dd/mm/yyyy)
	Verify

Step 3 – Signing In

You will then receive an email from SIMS ID – Live titled "SIMS ID Account Created". From here you can click on the orange "SIMS Options" box. 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. Simply sign in with the online service you used when you set your account up (e.g. Facebook).

	CAPITA	SIMS helping schools inspire	
You will now be able	5 ,	nt with SIMS ID. of's SIMS Online Services products using products you can access the administrat	
S SIMS Parent via your	SIMS Student Download on the App Store Unit of Coogle Play You can also access SIMS Student via your browser http://www.access.com/coogle/	SIMS Options You can access SIMS Options <u>here</u>	SIMC Activities utents can access SIMS Activities <u>here</u> Students can access SIMS Activities <u>here</u> Organisers can access SIMS Activities <u>here</u>





Step 4 – Selecting Option Choices

Click on the name of the subject you wish to choose from each option block. A selected choice will turn blue and will appear in the list on the right ha

€ Save						
Option 1						My Choices in Order of Preference (Total Choices: 3)
You have chosen 1 of 1 🗸 courses from this list						To change your order of preference select a choice and click the position in the list you would like to move it to.
Geography GCSE9-1 Full Course		History GCSE 9 - 1 Full Course This course is also available in Option 2			Geography GCSE 9 - 1 Full Course Option 1	
Option 2 You have chosen 2 of 2 courses and 2 o	of 2 🔽 re	eserves from this list		2 Engineering GCSE 9 - 1 Full Course Option 2		
Art GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve	Drama GCSE 9-1 Full Course Reserve	Reserve	GCSE 9 - 1 Full Course Option 2
Engineering GCSE 9 - 1 Full Course size	Reserve	Further Maths GCSE 9 - 1 Full Course	Reserve	Food Technology GCSE 9 - 1 Full Course	Reserve	
Geography GCSE 9 - 1 Full Course O You have selected this course in Option 1	Reserve	History GCSE 9 - 1 Full Course This course is also available in Option 1	Reserve	Music GCSE 9 - 1 Full Course Choice	Reserve	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.
Religious Studies GCSE 9 - 1 Full Course	Reserve	Sociology GCSE 9 - 1 Full Course eserve	Reserve	Spanish GCSE 9 - 1 Full Course	Reserve	Drama
Sport GCSE 9 - 1 Full Course	Reserve					GCSE 9 - 1 Full Course Option 2
						Sociology GCSE 9 - 1 Full Course Option 2
 Parent/Carer Approval 						
Parent/Carer Approval						

Step 6 – 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 you wish to pick. <u>Please select one reserve subject</u>. Reserve choices will turn orange and appear in the "My Reserves" list on the right hand side.

Once you have made the correct number of choices you will see green ticks appear.

Please ensure you have a green tick for each option.

Option 1					
You have chosen 1 of 1 courses from thi	s list				
Geography GCSE 9 - 1 Full Course Histor					
Option 2 You have chosen 2 of 2 courses and 2 c	of 2 🗸 re	serves from th			
Art GCSE 9 - 1 Full Course	Reserve	Business			
Engineering GCSE 9 - 1 Full Course Dice	Reserve	Further N			
Geography GCSE 9 - 1 Full Course • You have selected this course in Option 1	Reserve	History G This cours			

Step 7 – Approving Your Choices

You must then tick the Parent/Carer Approval box.

In total you will have 4 option subjects ticked and 1 reserve – 5 ticks.





Constant Save				
				My Choices in Order of Preference (Total Choices: 3)
Option 1 You have chosen 1 of 1 courses from this list		To change your order of preference ((lotal choices: 3) To change your order of preference select a choice and click the position in the list you would like to move it to.		
Geography GCSE 9 - 1 Full Course This course is also available in Option 2	History GCSE 9 - 1 Full Course This course is also available in Option 2		Geography GCSE 9 - 1 Full Course Option 1	
Option 2 You have chosen 2 of 2 courses and 2 of 2				Engineering GCSE 9 - 1 Full Course Option 2
Art GCSE 9 - 1 Full Course Rese	n	1 Full Course	Reserve	GCSE 9 - 1 Full Course Option 2
Engineering GCSE 9 - 1 Full Course Rese	Parent/Carer Approval	gy GCSE 9 - 1 Full Course	Reserve	My Reserves in Order of Preference (Total Reserves: 2)
Geography GCSE 9 - 1 Full Course Rese You have selected this course in Option 1	· Parent/Carer Approval	Full Course	Reserve	To change your order of preference select a reserve and click the position in the list you would like to move it to.
Religious Studies GCSE 9 - 1 Full Course Rese Sport GCSE 9 - 1 Full Course Rese	Parent/Carer Approval	- 1 Full Course	Reserve	Drama GCE9 -1 Full Course Option 2
				Sociology GCSE 9 - 1 Full Course Option 2
Parent/Carer Approval	•			
Parent/Carer Approval				

Step 8 – Saving Your Choices

You must click the save button before exiting the browser to ensure your choices are saved. This automatically submits your choices to school.

