



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.

[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: [REDACTED]

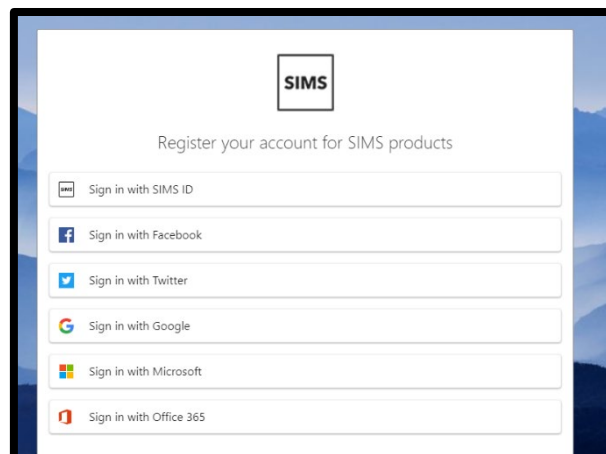
Once you've registered you can sign in using your web browser at www.sims-parent.co.uk.

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.



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”



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

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

The screenshot shows a web interface for selecting GCSE courses. It is divided into two main sections: Option 1 and Option 2. Option 1 shows 'Geography' selected. Option 2 shows 'Engineering' and 'Sociology' selected. On the right, there are two lists: 'My Choices in Order of Preference' (Geography, Engineering, Music) and 'My Reserves in Order of Preference' (Drama, Sociology). At the bottom, there are checkboxes for '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. **Please select one reserve subject.** 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.

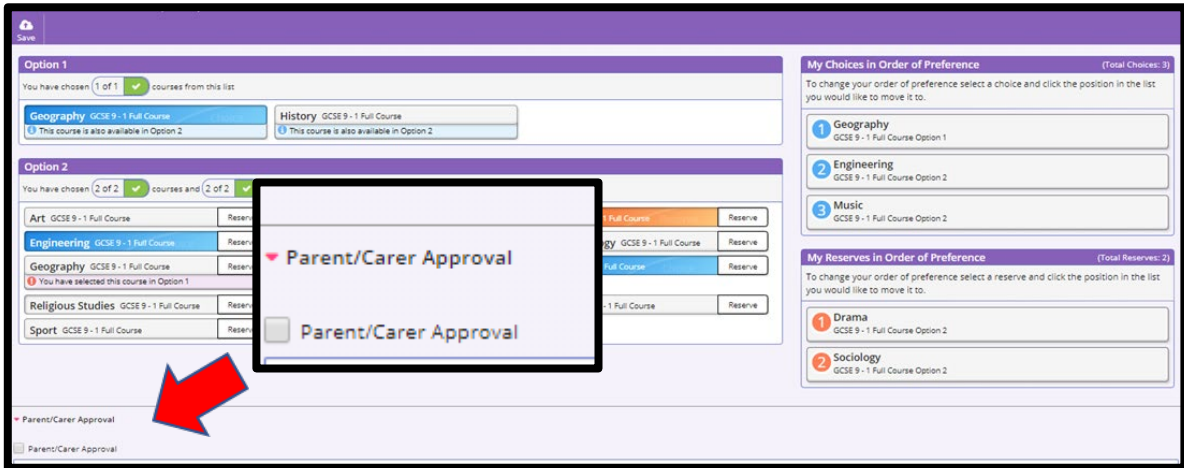
Please ensure you have a green tick for each option.

This is a close-up of the interface from Step 4. Red arrows point to green checkmarks in the 'You have chosen' status for Option 1 (1 of 1) and Option 2 (2 of 2 courses and 2 of 2 reserves). The 'Reserve' buttons for 'Drama' and 'Sociology' are highlighted in orange.

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.



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.

