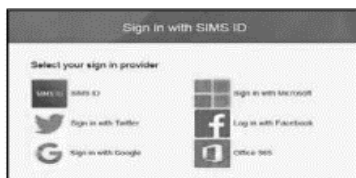


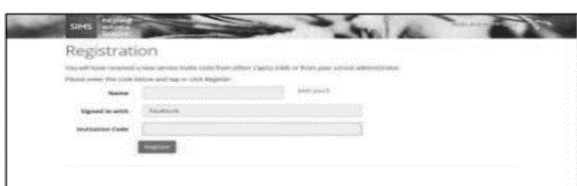
STEP 1 - You will receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled “Boldon School - SIMS Online Services Invite”.

STEP 2 - To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter. The only one that will not work is SIMS ID. Follow the link in the email to be directed to the Sign in page.



Users should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant account and you will be directed to sign in using your existing details.

The first screen will be where your details are confirmed (your name and invite code will show here automatically):



For verification purposes: Parents are required to enter the Date of Birth of one of their children attending the school. Students are required to enter their own Date of Birth.

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 3 - When you are successfully logged in, your profile may default to parent view. Use the “Current Role” drop down box in the top right corner to switch to the student view to bring up the options page.

Click on the name of the subject(s) you wish to choose (Select 2). A selected choice will be highlighted in blue and appear in the list of choices on the right of the screen. Your, reserve choice will be highlighted in orange.

A screenshot of the 'Option Choices - Yr8' page. It has a header with the text 'Option Choices - Yr8'. Below this, there's a section titled 'You have chosen 0 of 2 courses and 0 of 1 reserves from this list'. There's a grid of 12 subjects/courses, each with a 'Reserve' button. The subjects are: Art, Business & Enterprise, Child Development, Computer Science, Sports Studies, Dance, Engineering, Fashion & Retail, Food Technology, Hair & Beauty, Health & Social Care, Creative Media, Music, Performing Arts, BTEC Tech Award Level 1/2, Design & Technology, Statistics, and Textiles.

It does not matter which option subject you pick first as we do not use the preference order system.

A screenshot of the 'My Choices in Order of Preference' and 'My Reserves in Order of Preference' sections. The 'My Choices' section has a title 'My Choices in Order of Preference (Total Choices: 0)' and a description 'To change your order of preference select a choice and click the position in the list you would like to move it to.' Below this, it says 'No courses selected.' The 'My Reserves' section has a title 'My Reserves in Order of Preference (Total Reserves: 0)' and a description 'To change your order of preference select a reserve and click the position in the list you would like to move it to.' Below this, it says 'No reserves selected.'

You should choose then one reserve choice in the Option Choices section by clicking on Reserve. It is essential to click the save button at the top of the screen before you sign out to save / submit your option choices. If you have any issues with this system please contact the school, details on page 36.

