

# How to Use SIMS Options Online

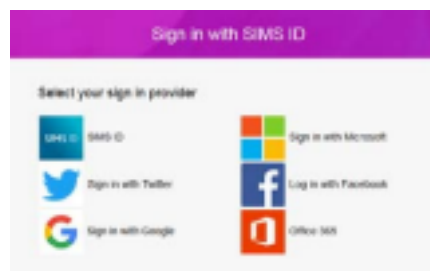
## Step 1 – Receiving Your Invitation

Your son/daughter will soon receive an email to their school email address [noreply@sims.co.uk](mailto:noreply@sims.co.uk) titled “Haileybury Turnford – SIMS Online Services Invite”, which will look something like the screenshot below:



## Step 2 – Setting Up Your Account

Click on the link at the top of the email that says “click this link”. This will ask you to login. Access is only via the school email address; no other address will work.



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



On the second screen you may be asked to confirm your child’s date of birth for authentication purposes:



**SIMS** Helping students  
Inquire

Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

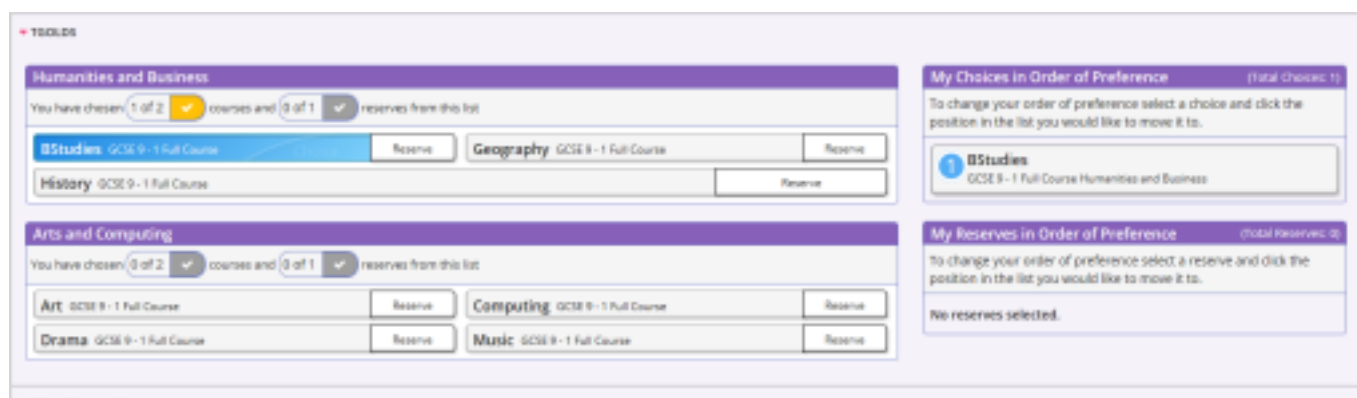
What is your date of birth? (dd/mm/yyyy)

### Step 3 – Signing In

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](http://www.sims-options.co.uk). Simply sign in with your email address and personal details.

### Step 4 – 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:



**TSOLDS**

**Humanities and Business**

You have chosen 1 of 2 courses and 0 of 1 reserves from this list

<b>IBStudies</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>	<b>Geography</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>
<b>History</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>		

**Arts and Computing**

You have chosen 0 of 2 courses and 0 of 1 reserves from this list

<b>Art</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>	<b>Computing</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>
<b>Drama</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>	<b>Music</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>

**My Choices in Order of Preference** (Total Choices: 1)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- IBStudies**  
GCSE 9-1 Full Course Humanities and Business

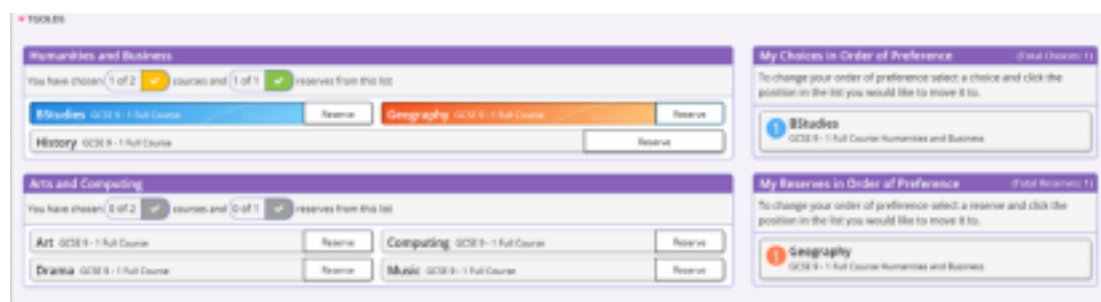
**My Reserves in Order of Preference** (Total Reserves: 0)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

No reserves selected.

### Step 5 – 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”:



**TSOLDS**

**Humanities and Business**

You have chosen 1 of 2 courses and 1 of 1 reserves from this list

<b>IBStudies</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>	<b>Geography</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>
<b>History</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>		

**Arts and Computing**

You have chosen 0 of 2 courses and 0 of 1 reserves from this list

<b>Art</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>	<b>Computing</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>
<b>Drama</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>	<b>Music</b> GCSE 9-1 Full Course	<input type="button" value="Reserve"/>

**My Choices in Order of Preference** (Total Choices: 1)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- IBStudies**  
GCSE 9-1 Full Course Humanities and Business

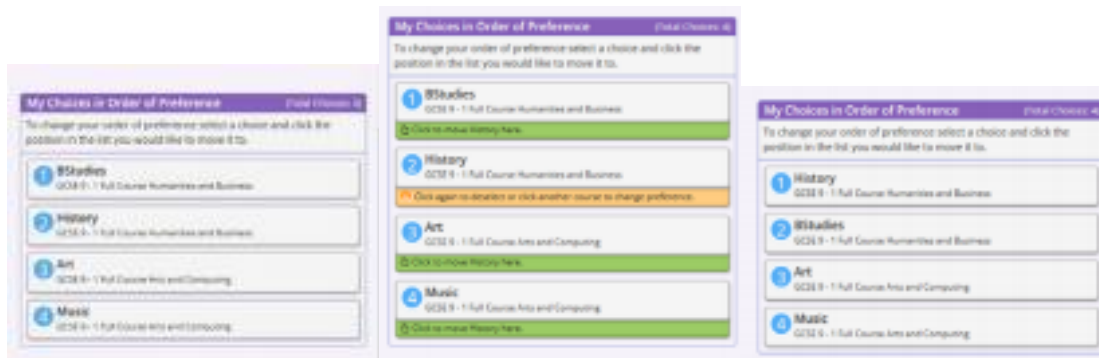
**My Reserves in Order of Preference** (Total Reserves: 1)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- Geography**  
GCSE 9-1 Full Course Humanities and Business

### Step 6 – 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 (this is particularly useful for Box 2 and 3 combined options). To alter the order, click on the option you wish to move:



1. Click on History

2. Click on the green box for the new position for History, in this case top.

### **Step 8 – Saving Your Choices**

3. The new order of preference will be displayed, showing History on top.

It is vital you press the save button at the top of the screen otherwise the choices will be lost when you close the browser. You do not need to tick the Parental consent box as you are already logged in as a parent.

