

## Student Guide to Using the Online Options system

In the next few days an email will be delivered to the student's school email account from noreply@sims.co.uk. It will look similar to the one below.



Students should click on the link provided, or copy the URL provided into a web browser.



Students should select Sign in with Google and enter their school Google account log on and password.

Once logged in students will need to enter the code provided in the registration email into the Invitation Code field:

The screenshot shows a registration form titled "Registration". It contains the following fields: "Name" (Jordan Acton), "Signed in with" (Google), and "Invitation Code" (a7QoMAAnXsEFDbpZLCyHLUQaRTw76AwRINXNTOcOVxatj). There is a "Register" button at the bottom.

They then need to verify the account by answering a security question.

### Registration - Answer Security Questions

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

Please answer the following question.

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

Verify

Students are then required to log into the account to gain access to the options screen.

Students need to choose one subject from the first Option 1 list of subjects together with one reserve.

Students need to choose three subjects from the second list of options choices, together with two reserves.

Students make their choices by clicking on the course item on the screen

The screenshot displays the Options Online interface. It is divided into several sections:

- Humanities:** Students MUST choose 1 of the subjects below. One course, Geography (SCE3 - 1 Full Course), is selected. A note indicates it is also available in Open Choice.
- Languages:** Students MUST choose 1 of the subjects below. Two courses, French (SCE3 - 1 Full Course) and German (SCE3 - 1 Full Course), are listed. A note indicates they are also available in Open Choice.
- Open Choice:** Students should choose one course and one reserve from the list below. Two courses are selected: Art (SCE3 - 1 Full Course) and French (SCE3 - 1 Full Course). A note indicates the French course is also available in Humanities. A grid of other courses is shown, each with a 'Reserve' button.
- My Choices in Order of Preference:** A list showing the selected courses in order: Geography (SCE3 - 1 Full Course Humanities), Art (SCE3 - 1 Full Course Open Choice), and Physical Ed (SCE3 - 1 Full Course Open Choice).
- My Reserves in Order of Preference:** A list showing the selected reserves: Music (SCE3 - 1 Full Course Open Choice).
- Bottom Section:** Fields for School Agreement, School Comments, and Student Comments.

Comments can be added by the student in the Student Comments field at the bottom of the page.

The screenshot shows the 'Student Comments' field, which is a light purple rectangular box. Below the box, the text 'Add any comments here' is displayed in a smaller, italicized font.

**When all selections have been made the choices MUST be saved by clicking the save icon to the top left and the student should then sign out of Options Online.**

## Parents Guide to Options Online

Parents are required to APPROVE the option choices made by their son/daughter.

Parents will receive an email from noreply@sims.co.uk. It will look like the example screen shot below.



Parents should click on the link provided, or copy the URL provided into a web browser.



Parents can sign in using any of the options above. Once logged in parents will need to enter the verification code received in the email.

A screenshot of a registration form. The title is 'Registration'. Below the title is a small note: 'You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service. Please enter the code below and tap or click Register.' The form has three input fields: 'Name' with the value 'Jordan Acton' and a '(not you?)' link; 'Signed in with' with the value 'Google'; and 'Invitation Code' with the value 'a7QoMAAnXsEFDbpZLCyHLUQaRTw76AwRINXNTOcOVxatj'. At the bottom of the form is a blue 'Register' button.

Parents will then need to verify the account by answering a security question.

Parents are then required to log into the account to gain access to their son/daughters choices. Parents can view the choices but cannot amend them.

Student Choices - Jordan Arfan (004664)

**Humanities**  
Students MUST choose 1 of the subjects below.  
You have chosen 1 of 1 courses from this list

Geography GCSE 9-1 Full Course  
This course is also available in Open Choice

History GCSE 9-1 Full Course  
This course is also available in Open Choice

**Languages**  
Students MUST choose 1 of the subjects below  
You have chosen 0 of 1 courses from this list

French GCSE 9-1 Full Course  
This course is also available in Open Choice

German GCSE 9-1 Full Course  
This course is also available in Open Choice

**Open Choice**  
Students should choose one course and one reserve from the list below.  
You have chosen 2 of 2 courses and 1 of 1 reserves from this list

Art GCSE 9-1 Full Course This course is also available in Languages	Reserve	Computer Studies GCSE Full Course This course is also available in Languages	Reserve	Drama GCSE 9-1 Full Course You have selected this course in Humanities	Reserve
French GCSE 9-1 Full Course This course is also available in Humanities	Reserve	German GCSE 9-1 Full Course	Reserve	Geography GCSE 9-1 Full Course	Reserve
History GCSE 9-1 Full Course This course is also available in Humanities	Reserve	Music GCSE 9-1 Full Course	Reserve	Physical Ed GCSE 9-1 Full Course	Reserve
Resistant Materials GCSE Full Course	Reserve	Sociology GCSE Full Course	Reserve		

**My Choices In Order of Preference**  
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 Humanities
- Art GCSE 9-1 Full Course Open Choice
- Physical Ed GCSE 9-1 Full Course Open Choice

**My Reserves In Order of Preference**  
To change your order of preference select a reserve and click the position in the list you would like to move it to.

- Music GCSE 9-1 Full Course Open Choice

**Parent/Carer Approval**  
 Parent/Carer Approval  
Add any comments here

**Parents should tick the approval box to confirm they are happy with their son/daughter's choices. The parent should then sign out of Options MUST Online.**

Please contact the school if you are concerned about option choices or if you have difficulty logging in.