



# The Bewdley School Guide to Options Online



## How Do I Register?

1. On Wednesday 5th May you will receive a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) to your school email address containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you do not receive a registration email, please check your junk folder before contacting the school.
2. Follow the link in the email to be directed to the Sign in page.
3. Students should register by clicking on the orange "Sign in with Office 365" link, once clicked you will be directed to sign in using your existing school email address and password details.

The screenshot shows the SIMS sign-in interface. At the top is the SIMS logo, followed by the text "Sign in with SIMS ID". Below this are six horizontal buttons for different sign-in methods:

- Sign in with SIMS ID (with SIMS icon)
- Sign in with Facebook (with Facebook icon)
- Sign in with Twitter (with Twitter icon)
- Sign in with Google (with Google icon)
- Sign in with Microsoft (with Microsoft icon)
- Sign in with Office 365 (with Office 365 icon)

**IMPORTANT NOTES:** Students must not attempt to register using SIMS ID. The SIMS ID option is for use by school staff only.

4. For verification purposes, students are required to enter their Date of Birth.
5. Registration has now been completed successfully and you will be able to access your details.

## How Do I Sign In to Options Online?

1. Once the registration process is complete, students can sign in by going to <https://www.sims-options.co.uk>. Click on the same orange link for Office 365 as before to be directed to the Sign in page.
2. Once signed in, the Student Choices page will be displayed. The personal details at the top of the page are read only and cannot be edited.
  - a. You must select three preferences from the “Options” block, once a subject has been selected it will turn blue and show up on the right hand side, if you click it again the preference will disappear.
  - b. At least one of the three preferences must be a creative subject.
  - c. You must then select two reserves from the list by clicking the Reserve button next to the course, these will then also show up on the right hand side of the screen.
  - d. You must also select one preference from the “Language Option” block.

The screenshot shows two sections of a web interface. The top section is titled "Options" and has a purple header. Below the header, it says "You have chosen 0 of 3 courses and 0 of 2 reserves from this list". There are two dropdown menus, one for courses and one for reserves, both currently showing 0. Below this is a grid of 12 subject buttons, each with a "Reserve" button to its right. The subjects are: Art, Textile Design, Business Studies, Computer Science, Dance, Drama, Hospitality & Catering, Health and Social Care, ICT, Music, PE, and Design Technology. All subjects are labeled "Key Stage 3". The bottom section is titled "Language Option" and has a purple header. Below the header, it says "You have chosen 0 of 1 courses from this list". There is a dropdown menu currently showing 0. Below this are two buttons for "French" and "Spanish", both labeled "Key Stage 3".

3. You can change the order of your preferences on the right of the screen. Left click on a subject you wish to move and then click on the number you wish to move it to. A creative subject must be in the top three. The same can be done with your reserves.
4. At this point it is **important to click on the save button which is at the top of the screen**. As soon as you click save, the school will also be able to see your selections when we log in, you will not receive a confirmation that your selections have been received but if you can see them when you log back in, then so can we.
5. You can now sign out.

**DEADLINE FOR COMPLETION IS**  
**MONDAY 10<sup>th</sup> May – 9am**