

How to Use SIMS Options Online

Step 1 – Receiving Your Invitation

You should have received an email to the primary contact email address we have for your child from noreply@sims.co.uk titled “The Roundhill Academy – SIMS Online Services Invite”, which will look something like the screenshot below:



The Roundhill Academy is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Options

To join, simply [click this link](#). The link is valid for the next 90 days.

You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365
- Twitter
- Facebook
- Google

If you do not have an account with any of the above providers, then you can create a Microsoft account [here](#) or a Google account [here](#) using your existing email address.

If you select SIMS ID to use SIMS Online Services, existing users can enter their details into the username and password fields that are displayed.

If the link doesn't work, please enter this URL into your browser:

<https://id.sims.co.uk/registration/home/soscode>

When prompted, please enter the following invitation code:

SIMS Options

You can access SIMS Options [here](#).

Step 2 – Setting Up Your Account

Click on the link at the top of the email that says “click this link”.

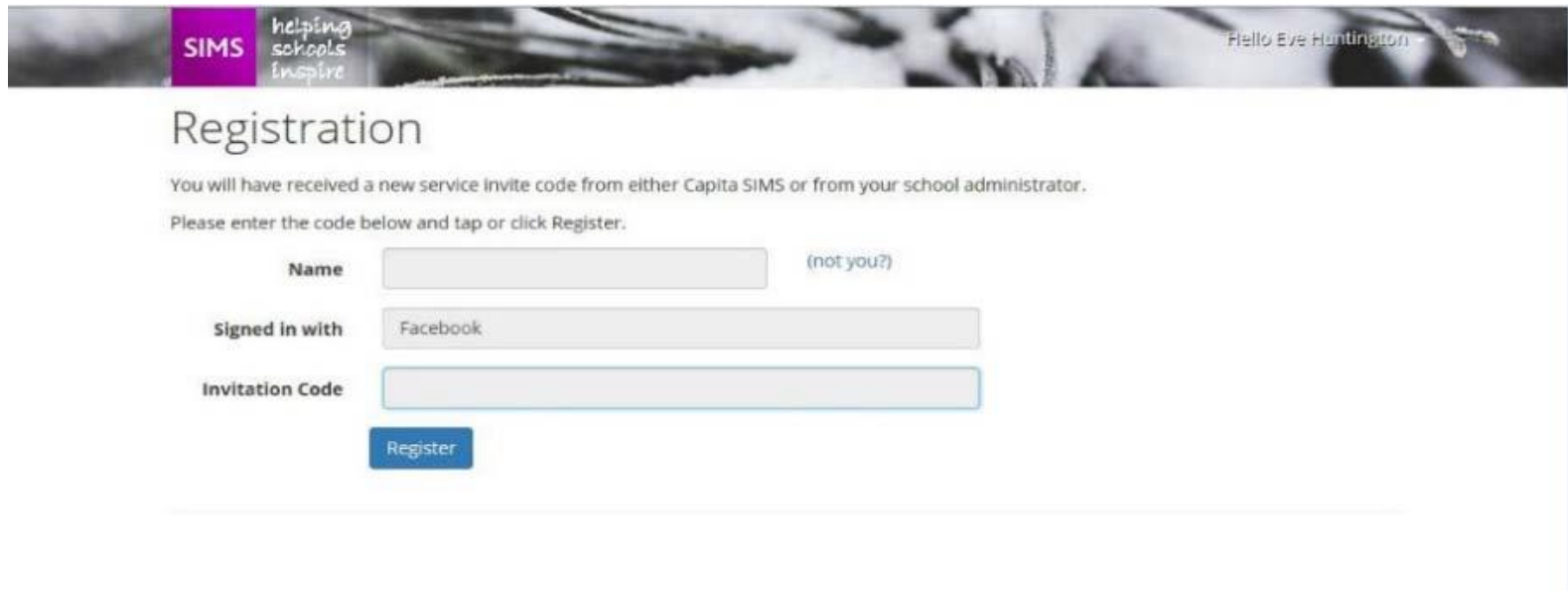
This will ask you to login.

You can sign in with your own personal Office 365/Microsoft/Hotmail, Twitter, Facebook or Google/Gmail account.

The only one that will not work is the SIMS ID option, which may appear above the Twitter icon.

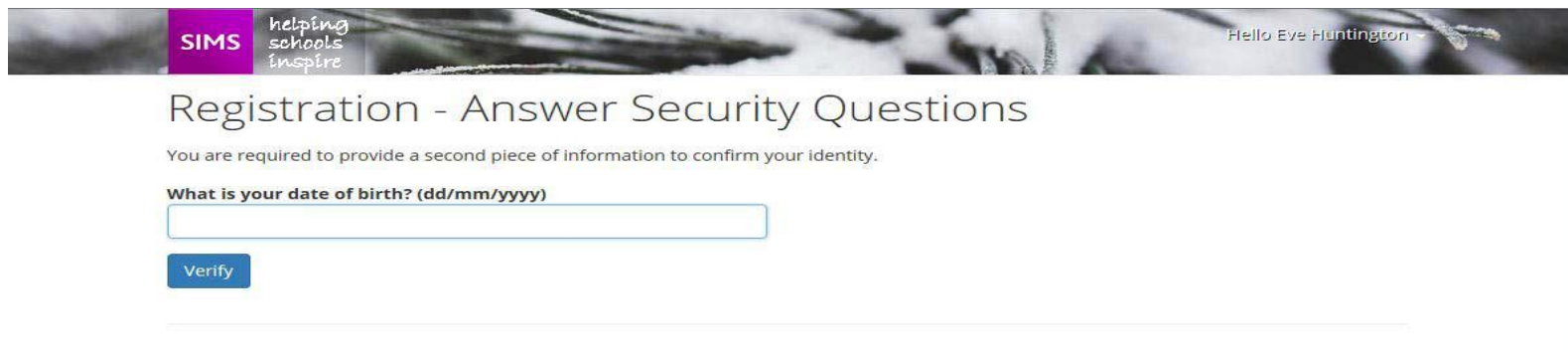


The first screen will be where your details are confirmed (your name and invite code will show here automatically):



The screenshot shows the SIMS Registration screen. At the top, there is a header with the SIMS logo (helping schools inspire) and the text "Hello Eve Huntington". The main heading is "Registration". Below this, a message states: "You will have received a new service invite code from either Capita SIMS or from your school administrator. Please enter the code below and tap or click Register." The form includes three input fields: "Name" (with a "(not you?)" link), "Signed in with" (showing "Facebook"), and "Invitation Code". A blue "Register" button is positioned below the "Invitation Code" field.

On the second screen you will be asked to confirm your **child's date of birth** for authentication purposes:



The screenshot shows the SIMS Registration - Answer Security Questions screen. At the top, there is a header with the SIMS logo (helping schools inspire) and the text "Hello Eve Huntington". The main heading is "Registration - Answer Security Questions". Below this, a message states: "You are required to provide a second piece of information to confirm your identity." The form includes a single input field with the label "What is your date of birth? (dd/mm/yyyy)". A blue "Verify" button is positioned below the input field.

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. Sign in with the online service you used when you set your account up (e.g. Facebook).

Step 4 – Selecting Student Role

When you are successfully logged in your profile may default to parent view. This page will appear blank, as shown below.

Use the “Current Role” drop down box in the top right corner to switch to the **student view** to bring up the options page.



New slide not in presentation at the Options Evening

Students

Students will also need to create their own login following steps 1 to 3 by logging in to their school email address. This is a Microsoft email. Invitations have been sent to their school email address.

Log in is through www.sims-options.co.uk and then follow steps 5 to 8.

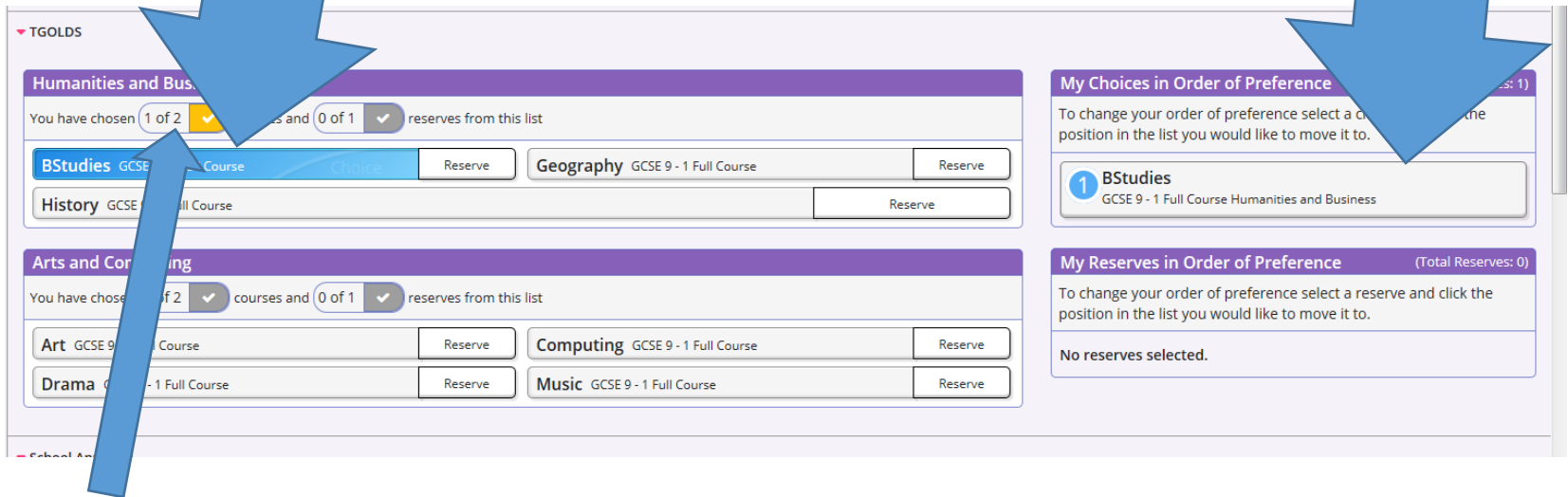
Students will need to select their choices and once chosen, parents will be able to see this under their own login and will be able to approve choices.

Parents can only view but cannot amend choices.

ICT1 will be open for Year 9 students on Wednesday 6, Thursday 7 and Friday 8 February for assistance with logging on or to make their selections if they have no internet access at home.

Step 5 – 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:



The screenshot displays the TGOLDS interface for course selection. It is divided into two main sections: 'Humanities and Business' and 'Arts and Computing'. Each section shows a list of courses with 'Reserve' buttons. The 'BStudies' course in the Humanities section is highlighted in blue, indicating it is the selected choice. On the right side, there are two panels: 'My Choices in Order of Preference' and 'My Reserves in Order of Preference'. The 'My Choices' panel shows 'BStudies' as the first choice. The 'My Reserves' panel shows 'No reserves selected.' Three blue arrows point to the 'BStudies' course name, the 'Reserve' button for 'BStudies', and the 'My Choices' panel.

Humanities and Business

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

BStudies GCSE 9 - 1 Full Course **Geography** GCSE 9 - 1 Full Course

History GCSE 9 - 1 Full Course

Arts and Computing

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

Art GCSE 9 - 1 Full Course **Computing** GCSE 9 - 1 Full Course

Drama GCSE 9 - 1 Full Course **Music** GCSE 9 - 1 Full Course

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

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

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

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

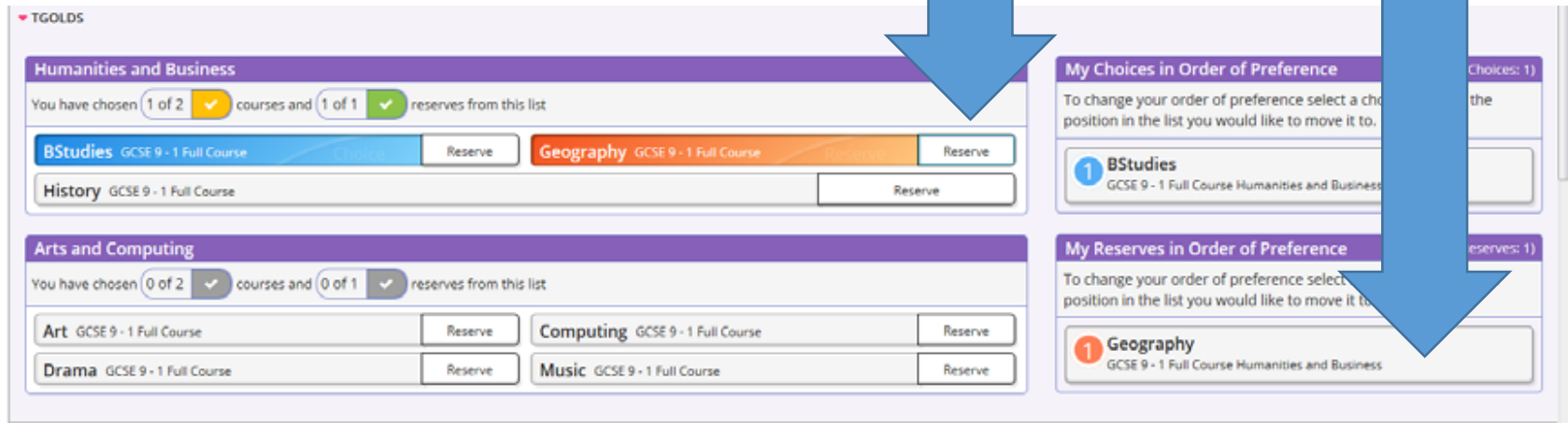
To change your order of preference select a reserve and click the position in the list you would like to move it to.

No reserves selected.

This section shows how many options you need to select and how many reserves you need to select.

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(s) you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”:



The screenshot displays the TGOLDS interface for course selection. It is divided into two main sections: Humanities and Business, and Arts and Computing. Each section shows a list of courses with 'Reserve' buttons. A blue arrow points to the 'Reserve' button for Geography in the Humanities and Business section. Another blue arrow points to the 'My Reserves in Order of Preference' list on the right, which shows Geography as the first reserve choice.

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

BStudies GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve
History GCSE 9 - 1 Full Course	Reserve		

My Choices in Order of Preference (Choices: 1)
To change your order of preference select a choice and drag it to the position in the list you would like to move it to.

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

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

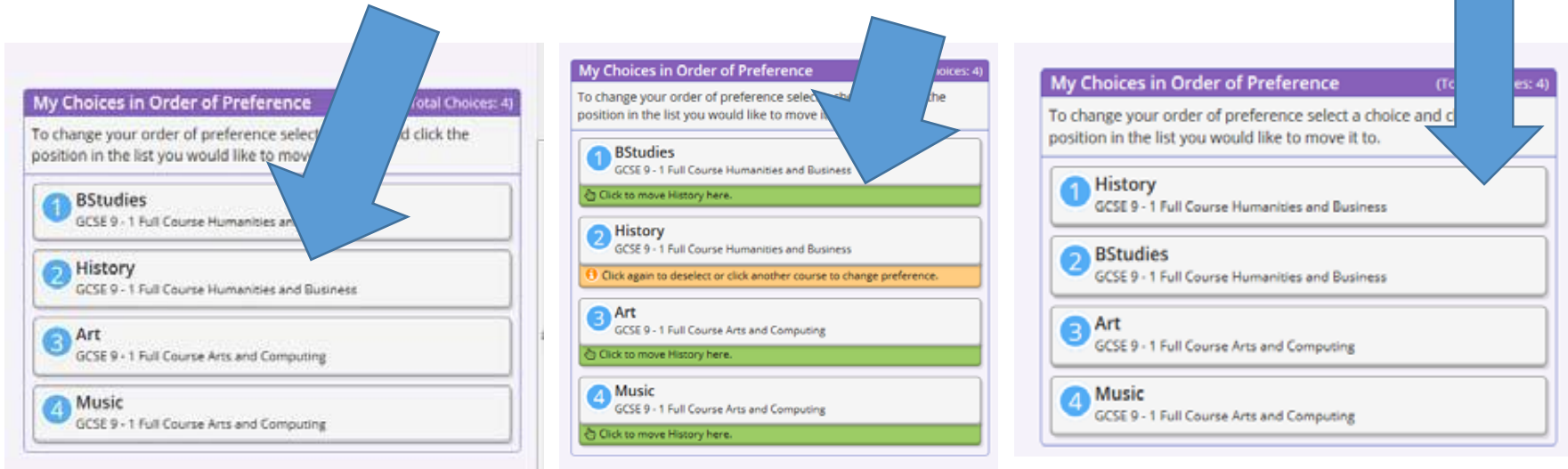
Art GCSE 9 - 1 Full Course	Reserve	Computing GCSE 9 - 1 Full Course	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve

My Reserves in Order of Preference (Reserves: 1)
To change your order of preference select a choice and drag it to the position in the list you would like to move it to.

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

Step 7 – 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 you can alter the order by clicking on the option you wish to move:



The image consists of three sequential screenshots of a web interface titled "My Choices in Order of Preference" (Total Choices: 4). Each screenshot shows a list of four course options: 1. BStudies (GCSE 9 - 1 Full Course Humanities and Business), 2. History (GCSE 9 - 1 Full Course Humanities and Business), 3. Art (GCSE 9 - 1 Full Course Arts and Computing), and 4. Music (GCSE 9 - 1 Full Course Arts and Computing). A large blue arrow in each screenshot points to the specific action being performed.

- First screenshot:** A blue arrow points to the "History" option (ranked 2).
- Second screenshot:** A blue arrow points to a green box below the "History" option that says "Click to move History here."
- Third screenshot:** A blue arrow points to the "History" option, which is now ranked 1 at the top of the list.

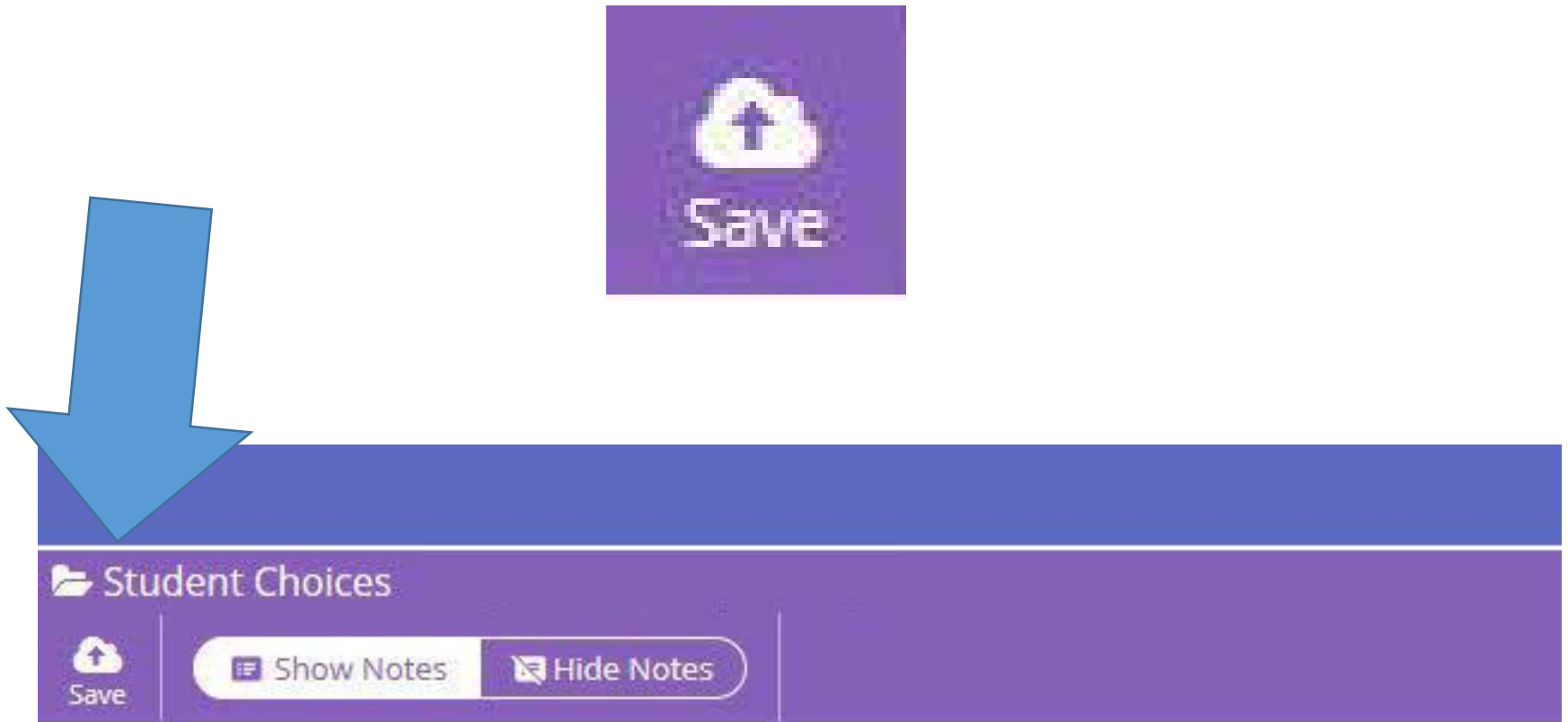
1. Click on History

2. Click on the green box for the new position for History, e.g. the top

3. The new order of preference will be displayed showing History at the top

Step 8 – Saving Your Choices

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. [Parents will need to tick the Parental consent box.](#)



Closing date for selecting options – Tuesday 12 February

If you have not received an invite from us this is because we do not hold a valid email address for contact number one.

Please contact Jenny Ellis or Tania Taylor in the Data Office to update your email.

Sessions will be held in ICT1 lunchtime Wednesday 6, Thursday 7 and Friday 8 February to assist students unable to make selections.

A copy of these slides will appear on the school website.

The pathways booklets are available both on the school website and on the Sims Options page.