

You now have access to our options information and guidance and hopefully making use of contacts for support. This document is going to guide you through making your option selections online directly into our data system.

All guidance to support the Option process can be found here - <https://www.wollastonschool.com/year-9-options>

The window for selection is Thursday 4th February – Friday 12th February 3pm. You are welcome to register prior to Thursday so you are ready for when the system opens.

Step 1 – Receiving Your Invitation

You should receive an email to your school email account from noreply@sims.co.uk as below.

School email account - <https://login.microsoftonline.com>

If this isn't in your inbox then please check your junk/spam before contacting the school.

Simply accept this invitation and register within 90 days.

Accept Invitation

If the button above doesn't work, copy and paste the following link into your browser.

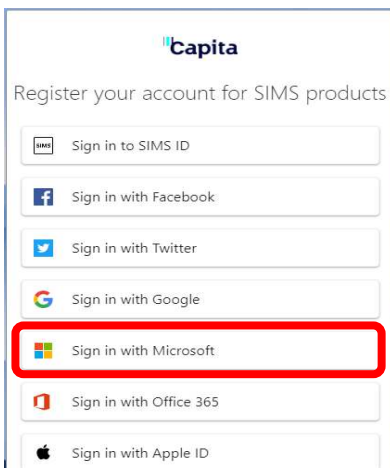
<https://id.sims.co.uk/registration/home/soscode>

Should you need to enter it, your personal invite code is: THISISYOURCODE

Step2 - Setting Up Your Account

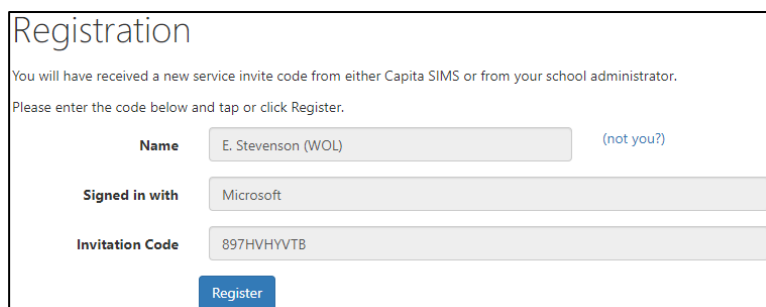
Click the link in your email to begin the registration process.

Sign in with Microsoft using your school email address and password.



The image shows the Capita registration interface. At the top, it says "Capita" and "Register your account for SIMS products". Below this are several sign-in options: "Sign in to SIMS ID", "Sign in with Facebook", "Sign in with Twitter", "Sign in with Google", "Sign in with Microsoft" (highlighted with a red rectangle), "Sign in with Office 365", and "Sign in with Apple ID".

You will then be taken to the screen below. This should be prepopulated, otherwise enter your name and Invitation Code.



The image shows a "Registration" form. It starts with the text: "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 has the following fields: "Name" (pre-filled with "E. Stevenson (WOL)" and a "(not you?)" link), "Signed in with" (pre-filled with "Microsoft"), and "Invitation Code" (pre-filled with "897HVHYVTB"). There is a blue "Register" button at the bottom.

Please then follow the steps to accept registration. There is a security question to answer during this process.

Step 3 – Signing In

For all future logins simply go to www.sims-options.co.uk . You will need to select **Sign in with Microsoft**.

Please note, the window of selection will not open until **Thursday 4th February**. Until this time you can log in but cannot see the Options programme.

The window of selection will then close on **Friday 12th February at 3pm**.

Step 4 – Making Options Choices

Please ensure you follow the 'Options Selection Guidance' document.

When you have signed in you will see this screen, this is where you make your Options selections. You will notice that this page is divided into 2 sections, as per the 'Options Selection Guidance' document.

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

- Section 1:** Your first selection must come from Section 1. The remaining 3 selections and your reserve will be made from Section 2. You have chosen 1 of 1 courses from this list. Selected courses include German, French, Geography, History, Computer Science, and Separate Sciences.
- Section 2 - GCSE Subjects:** You have chosen 3 of 3 courses and 1 of 1 reserves from this list. A grid of subjects is shown with 'Reserve' buttons. Selected subjects include Art, Drama, Food and Nutrition, Health & Social Care, Computer Science, Product Design, Separate Sciences, Dance, Ethics & Philosophy, French, History, Music, Physical Education, Textiles, German, Enterprise, Geography, Hospitality & Catering, and Vehicle Engineering.
- Priority Choices:** (Total Choices: 1) Course priorities do not need to be sorted by order of preference. 1. Geography (GCSE 9 - 1 Full Course Section 1).
- My Choices:** (Total Choices: 3) To change your order of preference select a choice and click the position in the list you would like to move it to. 1. Art (GCSE 9 - 1 Full Course Section 2- GCSE Subjects), 2. Enterprise (BTEC Award Level 1 & 2 Section 2- GCSE Subjects), 3. History (GCSE 9 - 1 Full Course Section 2- GCSE Subjects).
- My Reserves:** (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. 1. Drama (GCSE 9 - 1 Full Course Section 2- GCSE Subjects).

In the example above the student has selected Geography from section 1 – this has become the priority choice.

They have then gone on to select Art, Enterprise and History – in that order. This is shown in the list on the right.

This student has then chosen Drama as their reserve 5th option.

To select a subject click here

Dance GCSE 9 - 1 Full Course Reserve

To select a subject as your reserve click here

The order in which you select will determine your priority order. If you wish to change the order you can deselect and select again, or...

Select the subject from the list and you will be given the chance to move it up or down the priority list

My Choices (Total Choices: 3)

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

- 1 Art (GCSE 9 - 1 Full Course Section 2- GCSE Subjects)
Click to move Enterprise here.
- 2 Enterprise (BTEC Award Level 1 & 2 Section 2- GCSE Subjects)
Click again to deselect or click another course to change preference.
- 3 History (GCSE 9 - 1 Full Course Section 2- GCSE Subjects)
Click to move Enterprise here.

Step 5 – Save Your Options

Save Show Notes Hide Notes