

This document is going to guide you through selecting your initial preferences for Wollaston Sixth Form which will feed directly into our data system.

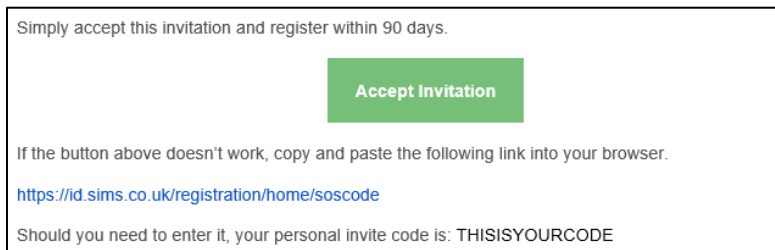
The window for selection is Friday 12th November – Thursday 16th December.

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.



Step2 - Setting Up Your Account

Copy the code then Click



Accept Invitation



You must only ever use Microsoft to create or sign in!

...then click the button below...

Username

Invitation Code

Next

Alternatively you may complete the registration using an External Account

Register with an External Account

...Sign in with Microsoft...

Register your account for SIMS products

Username

Password

Show Password [Forgot Password?](#)

Sign in

OR



...Paste your code in

Registration

You will have received a new service invite code from either Capita SIMS or f...
Please enter the code below and tap or click Register.

| | |
|------------------------|--------------------|
| Name | E. Stevenson (WOL) |
| Signed in with | Microsoft |
| Invitation Code | 897HVHYVTB |

Register



You will now be asked to enter your Date of Birth. Once entered, nothing happens but your registration is complete!!

Close and go straight to Step 3!

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**.

Step 4 – Making Subject Choices

When you have signed in you will see this screen, this is where you select your preferred subjects.

You may wish to include a reserve in case your combination is not achievable. You should select either 3 or 4 subjects depending on how many you wish to study, then add the reserve in addition if desired.

The screenshot shows the 'Options List' interface. At the top, it states 'You have chosen 3 of 4 courses and 1 of 1 reserves from this list'. The main area is a grid of subject cards, each with a 'Reserve' button. The selected subjects are highlighted in blue: German, Food Technology, and Ethics & Philosophy. The 'Reserve' button for Ethics & Philosophy is highlighted in orange. To the right, there are two summary panels. The first, 'My Choices in Order of Preference', shows a list of 3 choices: 1. Biology, 2. German, 3. Food Technology. The second, 'My Reserves in Order of Preference', shows 1 reserve: 1. Ethics & Philosophy.

In the example above the student has opted to take 3 subjects and has therefore selected 3 subjects plus a reserve.

The summary on the right shows me that Biology was the top priority, then German, then Food Technology. The reserve is Ethics & Philosophy.

The diagram shows a subject card for 'Dance' with a 'Reserve' button. A callout box says 'To select a subject, click' with an arrow pointing to the subject name. Another callout box says 'To select a subject as your reserve, click here' with an arrow pointing to the 'Reserve' button.

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

This screenshot shows the 'My Choices in Order of Preference' panel. It lists 3 choices: 1. Biology, 2. German, 3. Food Technology. Below each choice, there are green arrows and text indicating that the order can be changed. For example, 'Click to move German here' is shown below the first choice.

Feel free to leave any comments on your selection page but this is not necessary. Further details will follow regarding personal statements and the interview process.

Student Comments

Add any comments here

NB – Parents will not have direct access to your options online but you should engage them in your decision making.

Step 5 – Save Your Options

The image shows three buttons: a red circular 'Save' button, a purple 'Show Notes' button, and a purple 'Hide Notes' button.

...and your work here is done. You can come back and edit at any stage prior to deadline.

If you have any technical issues/queries then please contact Mr Stevenson. All other queries to the Sixth Form Team.