

# Instructions for making Options choices online

Students need to register using their school email account. Parent email accounts have not been given access.

There are two stages to this:

1. Registering your school email address with the SIMS Online System.
2. Logging into the Options Online System and making your choices.

## Stage One – Registering your school email address with the SIMS Online System:

Open your school email account online.

You should have received an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) - check your SPAM box in case it has gone in there - it will look something like this:

The Buckingham School is inviting you to join their new online portal.

To join, simply click on the link provided in the email. The link is valid for the next 14 days. You will be directed to the sign in page where:

- Users that don't have a SIMS ID account should click on the icon for the type of account you would like to use (Microsoft/Office 365, Twitter, Facebook, **Google**) and you will be directed to sign in using your existing details

If the link does not work then please enter this URL into your browser:

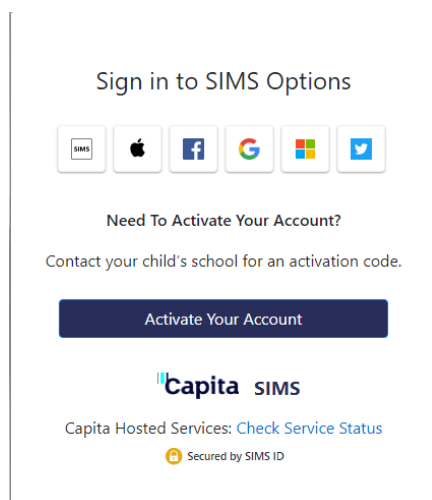
<https://id.sims.co.uk/registration/home/soscode>

When prompted enter the following invitation code: This will be unique to each student.

This stage is now complete and you have registered your email address with the online system

## Stage Two – Logging into the Options Online System and making your choices:

Go to <https://www.sims-options.co.uk> and log into your options account by choosing the sign in with **Google** option.



- Enter your school email address and your password when prompted.
- You may then need to confirm your identity by answering a security question.
- You should then be given the OPTIONS selection screen and by following the onscreen prompts be able to make your selections.
- Make sure you click the “cloud” icon at the top left of the page to save your choices before exiting the system.

The parental consent box has been deactivated although it may still be present on the screen; please ignore it.

If you experience any difficulty, please send a screen shot and details to: [cbrearley@buckinghamschool.org](mailto:cbrearley@buckinghamschool.org)