

## SIMs Option Online Registration Guide

To manage our Options process we use an Online System provided by our school information management systems called **SIMs Options Online**.

Shortly parents will receive an invitation email which will contain a **direct link** and a **personal invitation code**. This will enable parents to gain access to SIMs Options.

**Please Note:** This invitation email will be sent to the priority one parent using their primary email address that the school holds on their system. **If this has changed and you have not informed the school please do so as soon as possible.**

The invitation email will look like this.

**From:** noreply@sims.co.uk <noreply@sims.co.uk>  
**Sent:** 02 February 2023 09:37  
**To:** someone@email.com  
**Subject:** Worthing High School invites you to SIMs Online Services

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Someone,

You're invited to start using SIMs Online Services, an online portal providing access to a range of services including SIMs Admin, SIMs Engagement, SIMs Activities and SIMs Options.

Simply accept this invitation and register within 90 days.

[Accept Invitation](#)

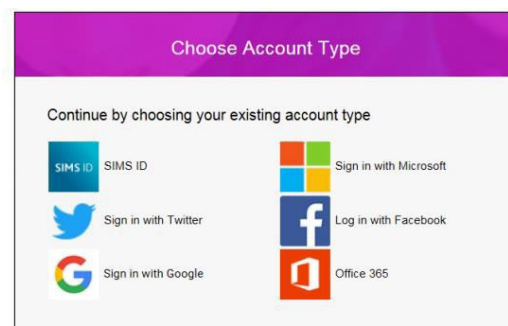
If the button above doesn't work, copy and paste the following link into your browser.

<https://registration.sims.co.uk>

Should you need to enter it, your personal invite code is: **P9VT7CYGVK**

If you do not receive an invitation email to your inbox, please check your junk folder for an email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) with the subject line **Worthing High School invites you to SIMs Online Services** before contacting school.

2. Follow the link in the email to be directed to the Sign in page.
3. Users should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details.
4. For verification purposes, parents may be required to enter the date of birth of their child attending the school.



5. Once registration has been completed successfully, parents can access their child's record and see a screen that looks similar to this:

Humanities Choice Panel

You have chosen 0 of 1 courses from this list

Geography GCSE 9 - 1 Full Course

This course is also available in Main Panel - Blue

History GCSE 9 - 1 Full Course

This course is also available in Main Panel - Blue

Main Panel - Blue

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

Art GCSE 9 - 1 Full Course

Reserve

Computer Science GCSE 9 - 1 Full Course

Reserve

Drama GCSE 9 - 1 Full Course

Reserve

French GCSE 9 - 1 Full Course

Reserve

This course is also available in Language Choice Panel

Food Preparation & Nutrition GCSE 9 - 1 Full Course

Reserve

German GCSE 9 - 1 Full Course

Reserve

This course is also available in Language Choice Panel

Geography GCSE 9 - 1 Full Course

Reserve

This course is also available in Humanities Choice Panel

History GCSE 9 - 1 Full Course

Reserve

This course is also available in Humanities Choice Panel

Media Studies GCSE 9 - 1 Full Course

Reserve

Music Practice BTEC Tech Award Level 1/2

Reserve

Physical Education GCSE 9 - 1 Full Course

Reserve

Philosophy & Ethics (RE) GCSE 9 - 1 Full Course

Reserve

Spanish GCSE 9 - 1 Full Course

Reserve

This course is also available in Language Choice Panel

Design Technology GCSE 9 - 1 Full Course

Reserve

Performing Arts (Dance) BTEC Award Level 1 & 2

Reserve

Sport Studies OCR Nationals Certificate Level 2

Reserve

Enterprise & Marketing OCR Nationals Certificate Level 2

Reserve

Priority Choices (Total Choices: 0)

Course priorities do not need to be sorted by order of preference.

No priority courses selected.

My Choices (Total Choices: 0)

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

No courses selected.

My Reserves (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.

6. To choose a subject simply click on the subject and it will change to blue. To choose a reserve, click on "reserve" within the subject and it will change to orange.

Main Panel - Yellow

You have chosen 3 of 3 courses and 2 of 2 reserves from this list

Art GCSE 9 - 1 Full Course

CP

Reserve

Child Development OCR Nationals Certificate Level 2

Reserve

Computer Science GCSE 9 - 1 Full Course

CP

Reserve

Drama GCSE 9 - 1 Full Course

Reserve

Enterprise & Marketing OCR Nationals Certificate Level 2

Reserve

French GCSE 9 - 1 Full Course

Reserve

Food Preparation & Nutrition GCSE 9 - 1 Full Course

Reserve

German GCSE 9 - 1 Full Course

Reserve

Geography GCSE 9 - 1 Full Course

Reserve

You have selected this course in Humanities Choice Panel

History GCSE 9 - 1 Full Course

Reserve

This course is also available in Humanities Choice Panel

Media Studies GCSE 9 - 1 Full Course

Reserve

Music Practice BTEC Tech Award Level 1/2

Reserve

Performing Arts (Dance) BTEC Award Level 1 & 2

Reserve

Physical Education GCSE 9 - 1 Full Course

Reserve

Philosophy & Ethics (RE) GCSE 9 - 1 Full Course

Reserve

Spanish GCSE 9 - 1 Full Course

Reserve

Sports Studies OCR Nationals Certificate Level 2

Reserve

Design Technology GCSE 9 - 1 Full Course

Reserve

Textiles GCSE 9 - 1 Full Course

Reserve

7. If you choose a subject and want to change your mind, click the same area again to de-select.