

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](#)

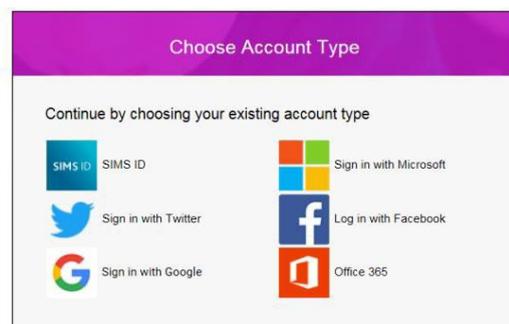
If the button above doesn't work, copy and paste the following link into your browser.

<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 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:

The screenshot displays a course selection interface with three main sections:

- Humanities Choice Panel:** Shows 0 of 1 courses chosen. Available courses include Geography and History, both marked as also available in the Main Panel - Blue.
- Main Panel - Blue:** Shows 0 of 2 courses and 0 of 2 reserves chosen. A grid of 18 courses is displayed, each with a 'Reserve' button. Courses include Art, Computer Science, Drama, French, Food Preparation & Nutrition, German, Geography, History, Media Studies, Music Practice, Physical Education, Philosophy & Ethics (RE), Spanish, Design Technology, Performing Arts (Dance), and Sport Studies. Some courses have information icons indicating availability in other panels.
- Priority Choices:** (Total Choices: 0) - No priority courses selected.
- My Choices:** (Total Choices: 0) - No courses selected.
- My Reserves:** (Total Reserves: 0) - 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.

The screenshot shows the 'Main Panel - Yellow' with 3 of 3 courses and 2 of 2 reserves selected. The interface is as follows:

- Selected Courses (Blue background):** Art, Computer Science, and Media Studies.
- Reserved Courses (Orange background):** Music Practice.
- Other Available Courses (White background):** Drama, Enterprise & Marketing, French, Geography, History, Performing Arts (Dance), Philosophy & Ethics (RE), Spanish, and Textiles.
- Information:** A message states 'You have selected this course in Humanities Choice Panel' with a red warning icon, pointing to the Geography course.

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