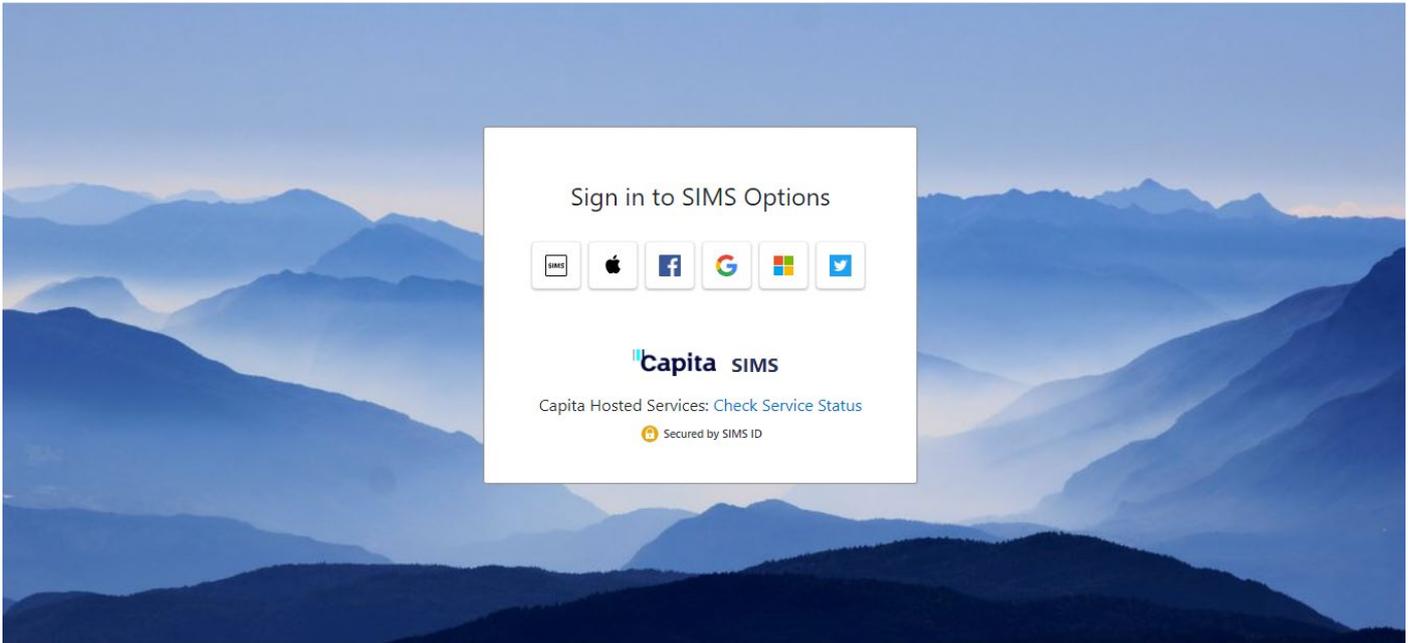**Using SIMS Options Online**
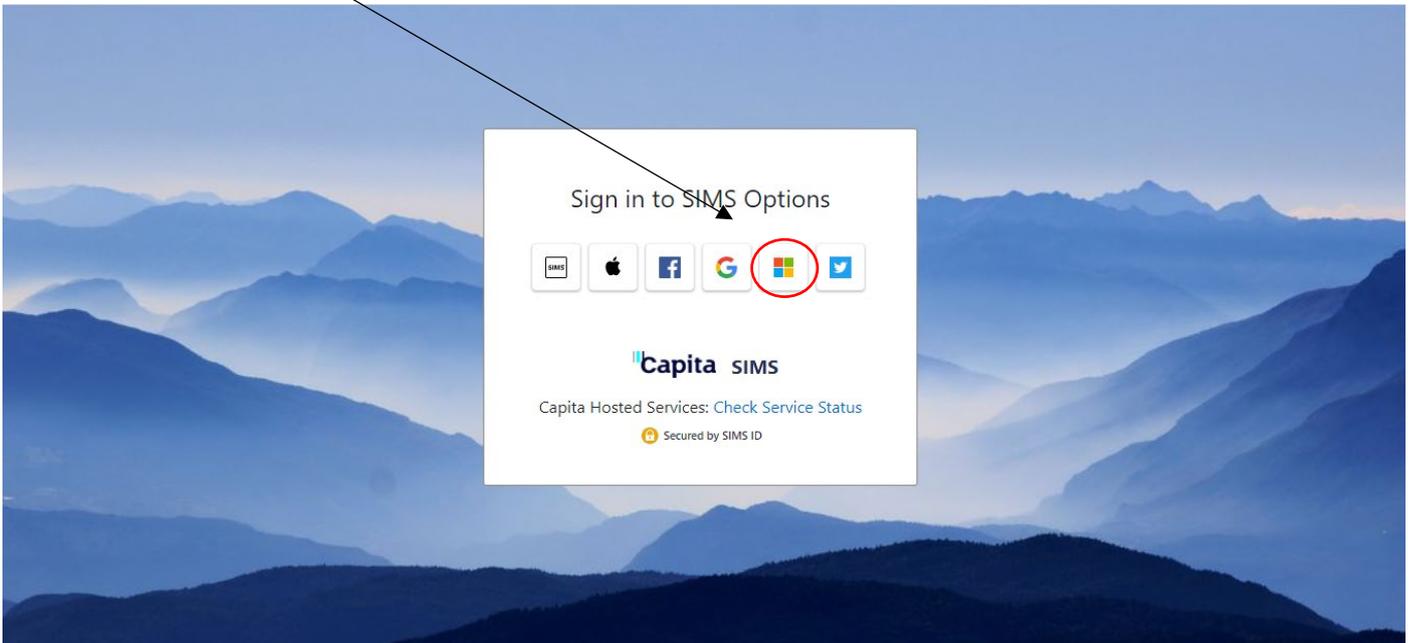
You will receive an e-mail to your school e-mail address which will provide a link to SIMS Options Online

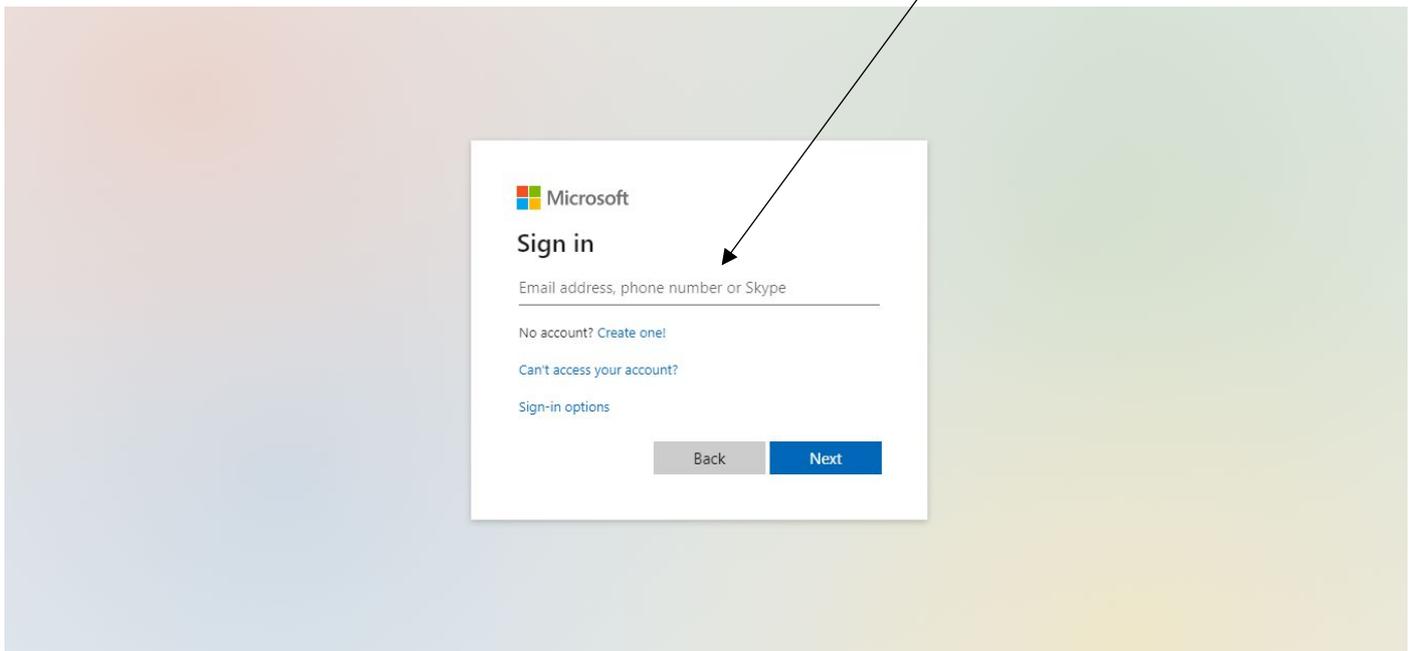Click on the link within the email and you will arrive at a screen that looks like this

This is the sign in portal for SIMS Options

Click on the Windows tile (the one circled on the picture below)

You should then be taken to this screen – enter your school e-mail address here
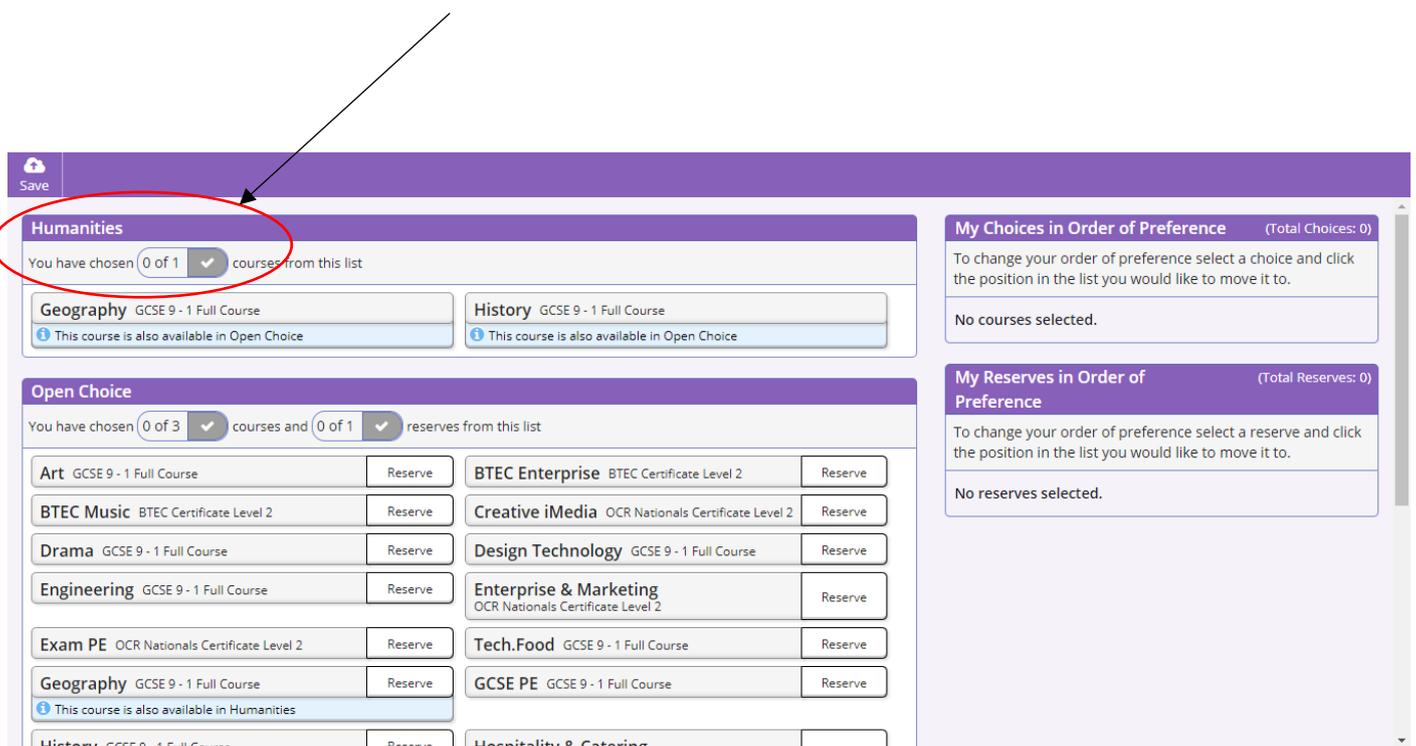

And then enter your password when prompted.

You should now have successfully signed in to SIMS Options.

You will be presented with a screen similar to this – the actual layout will depend upon your pathway, but the process for selecting options is the same

In this example, the first section is a 'Humanities' choice – the screen currently shows that 0 choices have been made but that 1 choice must be made in this section

To select a course, you simply click on the name.

For example, if you want to choose Geography, you click on 'Geography' and the bar changes colour as below.

The screen also updates to show that you have chosen one subject from this section

If you wished to choose both Geography and History, that is possible – you would simply choose one of the subjects in the 'Humanities' section and the other in the 'Open' section.

In a similar manner, you choose subjects from the other sections that are available to you. For example, below you would need to choose three subjects from the 'Open' section.

Note:- In this section you are asked to select a reserve. To select a subject as a reserve you simply click on the word 'Reserve' at the end of the bar.

Once you have made all of your choices, your screen will look something like the one below. We can see that the correct number of choices have been made from each section and this is confirmed by the green ticks.

On the right-hand side of the screen, the chosen courses are listed.

The order of the choices can be rearranged by 'dragging and dropping' the subject names. You can use this procedure to identity which subjects you are most keen to study.

At the very bottom of the screen there is a 'Student Comments' box. In the above example, the pupil has chosen Design Technology as a reserve. As outlined in the Options Booklet, Design Technology can be studied with a focus on Graphics or on Resistant Materials. In this situation you would identify your preferred focus in the 'Student Comments' box e.g. 'I would prefer to follow the Graphics focus for Design Technology' or 'I would prefer to follow the Resistant Materials focus for Design Technology'.

Once you have finalised your choices, you simply click on 'Save'