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Dear Students in Year 8

Please find attached the instructions for choosing your options using our online system.

### Step 1 – Receiving your invitation

You should have received an email to your school email address from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) titled "Weston Favell Academy – SIMS Online Services Invite", which will look something like the screenshot below. So accept the invitation as soon as possible:

Hi ,

Simply accept this invitation and register within 90 days.

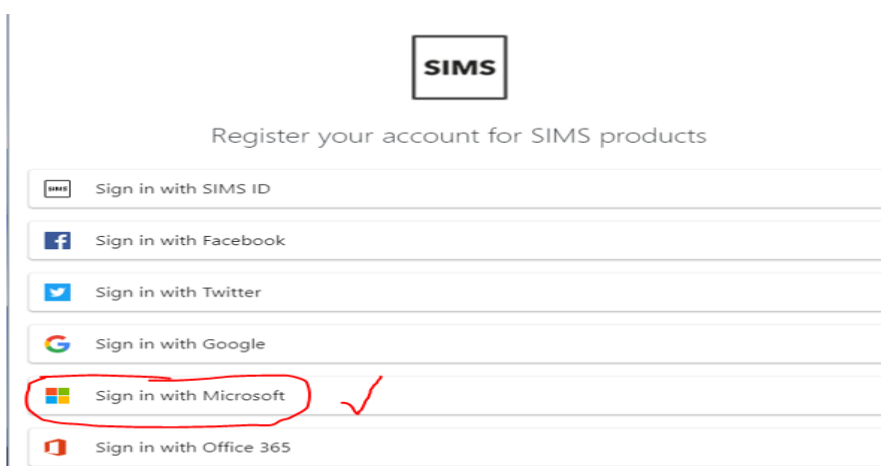
[Accept Invitation](#)

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

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







Should you need to enter it, your personal invite code is: **9PBX9VTQVP**

**Step 2 – Setting up your account** Click on the link at the top of the email that says 'click this link'. This will ask you to login. You must sign in with the 'Microsoft' option below that is circled in red. s



**SIMS**

Register your account for SIMS products

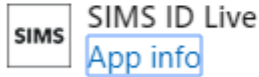
-  Sign in with SIMS ID
-  Sign in with Facebook
-  Sign in with Twitter
-  Sign in with Google
-  Sign in with Microsoft ✓
-  Sign in with Office 365

Accept the permissions:



[Redacted]@westonfavellacademy.org

## Permissions requested



**This application is not published by Microsoft or your organization.**

This app would like to:

- ✓ View your basic profile
- ✓ Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Cancel

Accept

The next screen will be where your details are confirmed for you to register (your name and invite code will show here automatically):

**Registration**


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

Name  (not you?)

Signed in with

Invitation Code

On the following screen you will be asked to confirm your date of birth and click verify:



## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

What is your date of birth? (dd/mm/yyyy)

Verify

**Step 3 – Signing in** Please note, you only have to enter the invite code once for the process to work. For subsequent logins, simply go to the website [www.sims-options.co.uk](http://www.sims-options.co.uk). Sign in with the online service you used when you set up your Microsoft account.

For students who do not have internet access or need assistance, we will allow you time at school. Please speak to Mrs Parrett who will be able to arrange this for you.

**Step 4 – Making Options Choices** You have two options to choose. Please choose one subject from Option A and a reserve, then choose one subject from Option B and a reserve. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of your screen. Your reserve choices will appear in orange.

### Option A

Please choose one subject from Option A and make one reserve choice.

You have chosen 1 of 1  courses and 1 of 1  reserves from this list

<b>Business Enterprise</b> BTEC Award Level 2 <span>Choice</span> Reserve	<b>Drama</b> BTEC Award Level 2 Reserve
<b>Philosophy &amp; Ethics (RS)</b> GCSE Full Course Reserve	<b>French</b> GCSE Full Course Reserve <small>This course is also available in Option B</small>
<b>Hospitality &amp; Catering</b> BTEC Certificate Level 2 Reserve	<b>Health &amp; Social Care</b> BTEC Award Level 2 Reserve
<b>Sport Science</b> Cambridge Nationals Award Level 1 & 2 Reserve <small>You have selected this course in Option B</small>	

### Option B

Please choose one subject from Option B and make one reserve choice.

You have chosen 1 of 1  courses and 1 of 1  reserves from this list

<b>Art &amp; Design (DESIGN route)</b> BTEC Award Level 2 Reserve	<b>Art (ART route)</b> BTEC Award Level 1 & 2 Reserve
<b>Child Development</b> Cambridge Nationals Certificate Level 1 & 2 <span>Choice</span> Reserve	<b>Creative iMedia (IT route)</b> BTEC Award Level 2 Reserve
<b>French</b> GCSE Full Course Reserve <small>This course is also available in Option A</small>	<b>Music</b> BTEC Award Level 2 Reserve
<b>Sport Science</b> Cambridge Nationals Award Level 1 & 2 Reserve <small>This course is also available in Option A</small>	

**Step 5 – Adjusting options afterwards** You can make changes on the right of the screen. Or you can start again by deselecting and reselecting your original choices.

**My Choices in Order of Preference** (Total Choices: 2)

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

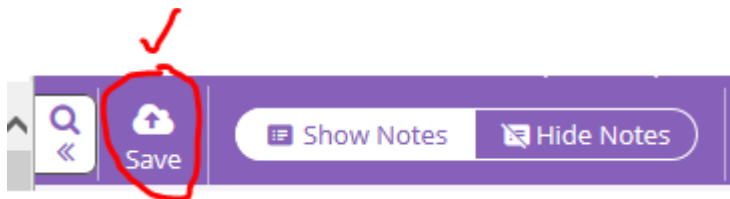
- 1 Business Enterprise**  
BTEC Award Level 2 Option A  
Click again to deselect or click another course to change preference.  
Click to move Business Enterprise here.
- 2 Child Development**  
Cambridge Nationals Certificate Level 1 & 2 Option B  
Click to move Business Enterprise here.

**My Reserves in Order of Preference** (Total Reserves: 2)

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

- 1 Drama**  
BTEC Award Level 2 Option A  
Click again to deselect or click another course to change preference.
- 2 Sport Science**  
Cambridge Nationals Award Level 1 & 2 Option B  
Click to move Drama here.

**Step 6 – Saving your choices** It is vital that you press the **save** button at the top of the screen otherwise the choices will be lost when you close the browser.



If you have any technical difficulties, in the first instance, please can you send an email **from your school email address** to either:

Mr Burgess                      [sburgess@westonfavellacademy.org](mailto:sburgess@westonfavellacademy.org)                      or

Mr Thornicroft                      [dthornicroft@westonfavellacademy.org](mailto:dthornicroft@westonfavellacademy.org)

Alternatively let your form tutor know to pass the message on. There is also a student comment box on the online system where we will be able to see messages.

Yours sincerely

Options Team