

A guide for student access to Options-Online

Students will receive the following e-mail from 'noreply@sims.co.uk'. This e-mail will go to their Ellesmere College address:

(No subject)



noreply@sims.co.uk

Yesterday, 14:06



To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

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://registration.sims.co.uk>

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

Sent on behalf of,

Ellesmere College

To access Options-Online, you will first have to register. To do this you need to click on the 'Accept Invitation' button within the e-mail.

We have found that Options Online doesn't work very well with the Safari web browser. **It is therefore recommended that you use either Chrome or Edge for Options Online.**

You will now be asked which account you would like to use to register. Firstly choose **'Register with an external account'**.



Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Invitation Code

Alternatively you may complete the registration using an External



Now click on the **'Microsoft'** symbol – highlighted below:

Register your account for SIMS products

Username

Password

Show Password

[Forgot Password?](#)

Sign in

OR



ESS: [Check Service Status](#)

 Secured by SIMS ID

You will now be taken to the registration page. All the fields should be automatically filled in so you should just click on the 'Register' button. If there is no invitation code shown, copy and paste it from the e-mail that was sent to you by noreply@sims.co.uk and then click on 'Register'.

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	<input type="text"/>	(not you?)
Signed in with	Microsoft	
Invitation Code	<input type="text"/>	
	<input type="button" value="Register"/>	

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Now enter your date of birth in the format requested and then click on '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)

Please enter your answer

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Your account will now be verified and you will be logged into the Options Online web site which will look something like the following:

The screenshot displays the 'Options Online' web interface. At the top, there is a purple header with 'Student Choices' and a 'STUDENT' profile icon. Below the header, a 'Save' button is visible. The main content area is divided into two columns. The left column is titled 'A-Level Options' and contains instructions: 'Choose either A-Level or IB (see below)', 'You may choose BTEC Diploma as two A levels and if you wish to do the Extended Diploma as three A levels choose BTEC Ext Diploma', and 'THERE IS NO NEED FOR PARENTS TO TICK THE BOX AT THE BOTTOM'. It also shows a selection summary: 'You have chosen 0 of 3 courses and 0 of 1 reserves from this list'. Below this is a grid of 24 course options, each with a 'Reserve' button. The right column is titled 'My Choices in Order of Preference' and 'My Reserves in Order of Preference', both showing '(Total Choices: 0)' and '(Total Reserves: 0)' respectively. Both sections contain instructions on how to change preferences and currently show 'No courses selected' and 'No reserves selected'.

You will now be able to see your Option choices. Please read the instructions on the Options-Online page and make your choices as you wish.

YOU ONLY HAVE TO REGISTER ONCE – PLEASE DON'T TRY TO DO REGISTER MULTIPLE TIMES AS THE CODE YOU RECEIVED WON'T WORK AGAIN.

Once registered, you can revisit this page as often as you like by going to:

<https://www.sims-options.co.uk/>

And then selecting the Microsoft option again and inputting your username (your e-mail address) and password.