


# How to Use SIMS Options Online

## **Step 1 – Receiving Your Invitation**

You will have received an email to your school email address from [noreply@sims.co.uk](mailto:noreply@sims.co.uk)

## **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. Choose Register with External Account:



At the Register your account for SIMS products page screen please click on the Microsoft Logo:



You will then be prompted to enter the Invitation Code:



On the next screen you will be asked to confirm your date of birth for authentication purposes:



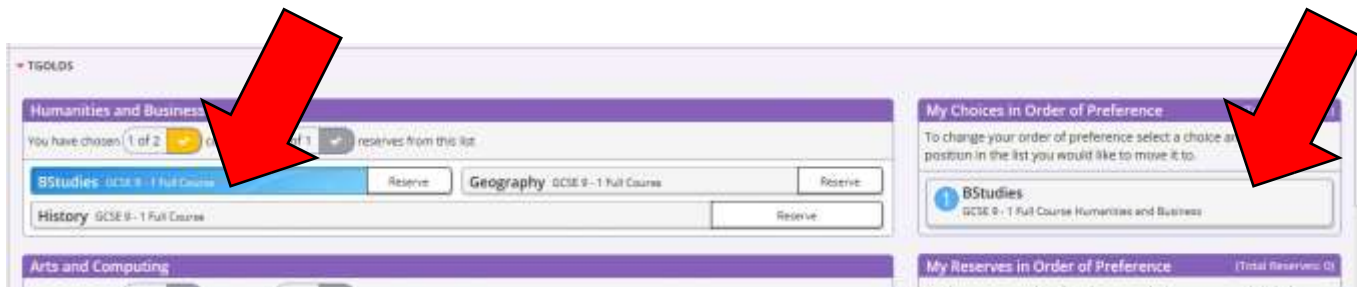
The Registration process will then complete and you will be signed in to SIMS Options Online

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) and click on the Microsoft Logo:



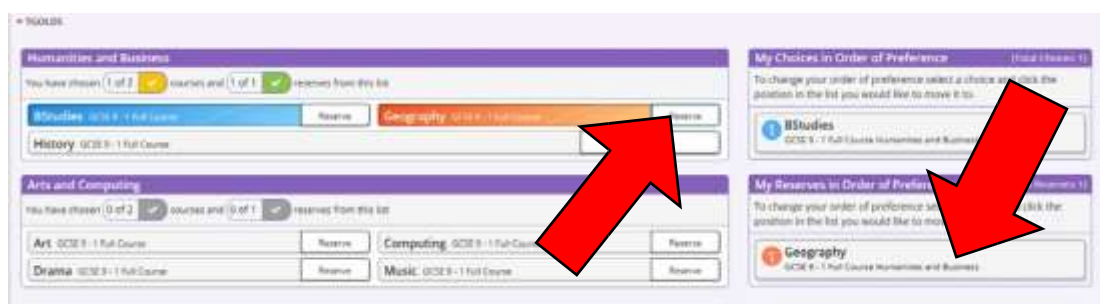
### Step 3 – Making Options Choices

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen:



### Step 4 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choices. To do this, click on the “Reserve” button beside the subject(s) you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”:



### Step 5 – Saving Your Choices

It is vital you press the save button at the top of the screen otherwise the choices will be lost when you close the browser.

