

SIMS Options Online Instructions

Student Details: All students have been sent an email to their school email address. The email will come from noreply@simsoptions.co.uk. If you don't receive a registration email please email amjackson@wadhamschool.co.uk or see Mr A Jackson (office opposite the staff room).

Setting Up Your Account: Open the email from noreply@simsoptions.co.uk and click on the link in the email. In the email you will find a registration code that will be required later.

You MUST choose the bottom method to register (Sign in with Office 365)

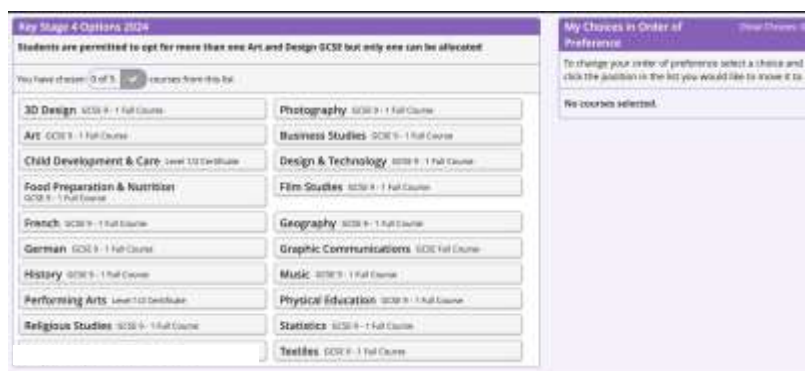
You will then be asked to sign in with Office 365 (your school email address and password – accept any permissions that might appear). Once logged in you will need to enter the registration code in the email (it may already be there). You will then be asked to verify your account by answering a security question. Your account is now setup.



Choosing Options:

5 choices are required **in order of preference**.

To make a choice click on the title of the subject. It will then appear in the list on the right. Once you have made your choices you will need to click the 'Save' icon in the top left-hand corner of the screen.



You will not be able to access Options Online until Friday 29th March 2024. The online system will close at 10pm on Wednesday 17th April 2024.

Once you have made your choices you need to let your parents/carers know so they can login to confirm the choices.

Parent Details: A registration email has been sent to you to set up an online Account. Please contact amjackson@wadhamschool.co.uk if you do not receive an email by Friday 29th March. Follow the same instructions above for students but you do not need to use an Office 365 account to setup your account.

Accessing Options Online for Parents: Go to <https://www.sims-options.co.uk> Login with the method you chose in the registration stage. You will now see the choices your son/daughter has made – if empty they haven't made choices yet so please ask them to complete using the instructions they have been given. You will not be able to amend any of the choices.

You will see a section with a box for you to tick to approve your son/daughter's option choice and a comment box. Please indicate in the comment box the future pathway that your son/daughter is planning at this stage. For example, Nursing. Click the 'save' icon and log out.