



helping  
schools  
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SIMS Online Services - Registering as  
a Parent or Student



Mayfield School  
Infant • Junior • Senior

## SIMS Option Online Registration Guide

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For our Options process this year we are using an Online System provided by our school information management systems (SIMS) **Options Online**.

Both pupils and parents will need to register to be able to use this system.

Registration emails: A registration email has been sent to all year 8 pupils via their school email account. Parents emails have been sent to the email address you provided when your child joined the school, unless you have formally contacted the administration team to request a change.

### How do I register?

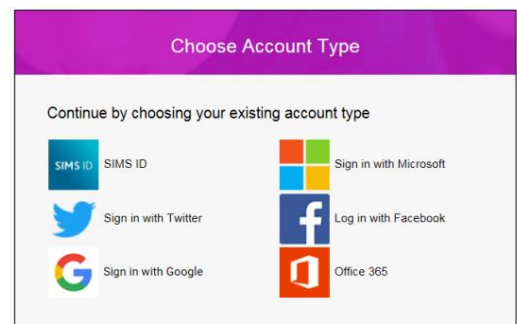
1. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, please check your junk folder before contacting your school.

**IMPORTANT NOTES: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter.**

2. Follow the link in the email to be directed to the Sign in page.

**IMPORTANT NOTES: Parents and students must not attempt to register using SIMS ID.**

3. Users should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant Third Party account and you will be directed to sign in using your existing details.
4. For verification purposes, parents are required to enter the date of birth of their child attending the school. Students are required to enter their own date of birth.



5. Once registration has been completed successfully, pupils can access their details and parents can access their child's details.

### How do I sign in?

Once the registration process is complete, users can sign in via the following URL.

SIMS Options Online <https://www.sims-options.co.uk>. There is a direct link to this on the home page of the school website.

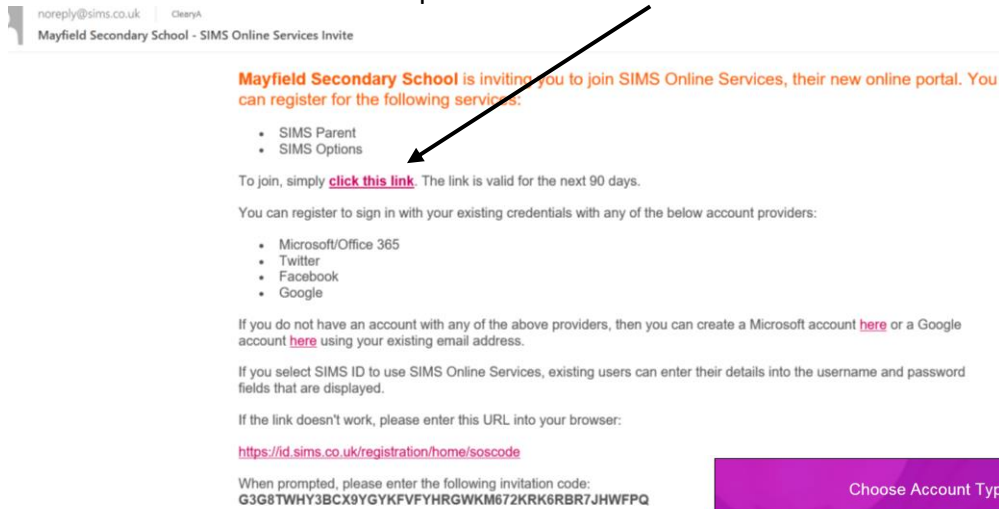
1. Click the icon for the relevant Third Party account that you registered with, *Microsoft, Office 365, Google, Facebook, Twitter*.
2. A new window is displayed.
3. Enter your sign in details.

If you have forgotten your password, please contact your Third Party account provider (e.g. Google, Microsoft, etc.) and request a new password.

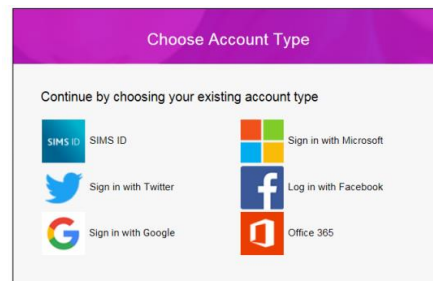
If you have a question about your SIMS Online Services Account, please contact the school. Once you have signed into your SIMS Online Services product, further help is available by selecting Help from the menu or clicking the item in the footer.

## A step by step view to registering your child for SIMs Options Online

1. Use the link on the email you have received from [noreply@sims.co.uk](mailto:noreply@sims.co.uk).
2. It looks like this. Once open click on the link



3. Select how you would like to register.  
Pupils need to use 'Office365'



4. You should get the following screen

## 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

5. You are then required to provide the child's date of birth as a second piece of information to confirm identity. (Note both parent and child need to use the child's date of birth to register).

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

6. Once you have verified the date of birth you will see the following screen:

The screenshot displays the EBacc subject selection interface. It is divided into several sections:

- EBCacc:** Contains instructions about the deadline (Friday 15th March) and the requirement to select two subjects. It shows that 2 of 2 courses from the list have been chosen.
- Additional Subjects:** Requires selecting three subjects from a list and one reserve. It shows that 3 of 3 courses and 1 of 1 reserves have been chosen.
- Priority Choices:** A list of two choices: 1. Hist (General EBacc) and 2. Spanish (General EBacc).
- My Choices:** A list of three choices: 1. Drama (General Additional Subjects), 2. Computer Studies (General Additional Subjects), and 3. Geog (General Additional Subjects).
- My Reserves:** A list of one reserve: 1. Photograph (General Additional Subjects).

The interface also includes a grid of subject boxes with 'Reserve' buttons, such as Art, Business S, Computer Studies, French, Geog, Hist, IT, Music, Performing Arts, PE, Spanish, and Travel & Tourism.

7. Options and a reserve should be selected. Please refer to the guidance provided online.

8. Should you need to add a comment please add it in the 'Student Comments' box.

## Parents:

The registration steps for parents follow the same process. You will need to access the email which has been sent to the email address the school holds for you. Please click on the link and then select how you would like to register. After you have logged on you will reach stage 4 shown above.

You will need to allow your child to select their options. Once this is done you will be able to edit the option choices.

Please click on the 'Parent / Carer Approval' box when you wish to confirm the options.