




CORBY








Technical
School



SIMS Options Online Student Setup Guide

We use SIMS Options Online to allow students to complete their Year 10 Options choices. In order to access this service, please follow the below instructions to accept your invite to the platform.

	First, go to www.outlook.com and click the "Sign In" button. Use your school e-mail address and password to sign into your e-mail.
<p>Simply accept this invitation and register within 90 days.</p> <p>Accept Invitation</p> <p>If the button above doesn't work, copy and paste the following link into your browser.</p> <p>https://registration.sims.co.uk</p> <p>Should you need to enter it, your personal invite code is: <input type="text"/></p> <p>_____ _____</p> <p>Sent on behalf of,</p> <p>Corby Technical School</p>	You will receive an invite to sign up to SIMS services. Click on the "Accept Invitation" button to be taking to the sign up portal.
<p></p> <p>Activate Your Account</p> <p>So that we can confirm your identity, please enter your email address and personal invitation code.</p> <p>Username</p> <p><input type="text" value="Email address"/></p> <p>Invitation Code</p> <p><input type="text"/></p> <p>Next</p> <p>Alternatively you may complete the registration using an External Account.</p> <p>Register with an External Account</p>	<p>In the sign-window, you will be asked to enter a username.</p> <p>Do not enter a username and instead click the "Register with External Account" button (Green circle).</p>

<p>Register your account for SIMS products</p> <p>Username</p> <input type="text" value="This is usually an email address"/> <p>Password</p> <input type="password" value="Password"/> <p><input type="checkbox"/> Show Password Forgot Password?</p> <p>Sign in</p> <p>OR</p> <div>      </div>	<p>In the register window, select the “Office 365” button (circled).</p> <p>Do not enter a username and password, you will be asked to enter your details on the next window after clicking the Office button.</p>
  <h2>Registration</h2> <p>You will have received a new service invite code from either SIMS or from your school administrator.</p> <p>Please enter the code below and tap or click Register.</p> <p>Name</p> <input type="text"/> <p>(not you?)</p> <p>Signed in with</p> <input type="text" value="Microsoft"/> <p>Invitation Code</p> <input type="text"/> <p>Register</p>	<p>You will be asked to enter the invitation code. You can find this on the original invitation e-mail received at the beginning of the process.</p> <p>Copy and paste your invitation code into the box and click “Register”</p>



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

Verify

© Education Software Solutions Limited (ESS). 1984 - 2024

You will be asked to enter your date of birth. Ensure this is entered accurately to allow you to continue registering.

Humanities

You have chosen 0 of 1 ☒ courses from this list

Geography GCSE 9 - 1 Full Course

This course is also available in Options

History GCSE 9 - 1 Full Course

This course is also available in Options

Options

You have chosen 0 of 2 ☒ courses and

0 of 2 ☒ reserves from this list

Art GCSE 9 - 1 Full Course

Reserve

Seperate Science

GCSE 9 - 1 Full Course

Reserve

Creative I-Media

Level 1/2 Certificate

Reserve

Computer Science

GCSE 9 - 1 Full Course

Reserve









Drama GCSE 9 - 1 Full Course

Reserve

The options choices portal will load and you will be able to select options.

You must choose one subject from the “Humanities” section. Do this by clicking on the course name.

You must then choose two “Options” subjects alongside two reserve options. You cannot submit your request until all required options have been picked.

<div><div>Humanities</div><div>You have chosen 1 of 1  courses from this list</div><div><div><div>Geography</div><div>GCSE 9 - 1 Full Course</div><div>Choice</div></div><div> This course is also available in Options</div></div><div><div><div>History</div><div>GCSE 9 - 1 Full Course</div></div><div> This course is also available in Options</div></div></div> <div><div>Options</div><div>You have chosen 2 of 2  courses and 2 of 2  reserves from this list</div><div><div><div>Art</div><div>GCSE 9 - 1 Full Course</div><div>Reserve</div><div>Reserve</div></div><div><div>Seperate Science</div><div>GCSE 9 - 1 Full Course</div><div>Choice</div><div>Reserve</div></div><div><div>Creative I-Media</div><div>Level 1/2 Certificate</div><div>Reserve</div><div>Reserve</div></div><div><div>Computer Science</div><div>GCSE 9 - 1 Full Course</div><div>Choice</div><div>Reserve</div></div><div><div>Drama</div><div>GCSE 9 - 1 Full Course</div><div>Reserve</div><div>Reserve</div></div></div></div> <div><div>My Choices in Order of Preference</div><div>(Total Choices: 3)</div><div>To change your order of preference select a choice and click the position in the list you would like to move it to.</div><div><div><div>1</div><div>Geography</div><div>GCSE 9 - 1 Full Course Humanities</div><div> Click to move Computer Science here.</div></div><div><div>2</div><div>Seperate Science</div><div>GCSE 9 - 1 Full Course Options</div><div> Click to move Computer Science here.</div></div><div><div>3</div><div>Computer Science</div><div>GCSE 9 - 1 Full Course Options</div><div> Click again to deselect or click another course to change preference.</div></div></div></div>	<p>Click on the subject name to select a subject as an option. Your preferred Options choices will be coloured blue.</p> <p>When you choose a reserve option, it will be coloured orange. Click the “Reserve” button on the right of a subject to select that subject as a reserve choice.</p> <p>At the bottom of the page, you can change your order of preference.</p> <p>Please keep your Humanities choice at position 1. If you wish to switch your other options choice preferences, select one of the choices and click the position you want to go. The subjects will be swapped.</p> <p>This process ensures that the system will take your preferences into account in case a reserve option is required.</p>
---	--

<div data-bbox="231 219 778 293"> <h3>My Reserves in Order of Preference</h3> <p>(Total Reserves: 2)</p> </div> <div data-bbox="231 309 778 405"> <p>To change your order of preference select a reserve and click the position in the list you would like to move it to.</p> </div> <div data-bbox="231 427 778 734"> <div data-bbox="247 439 770 555"> <p>1 Art GCSE 9 - 1 Full Course Options</p> <p>Click to move Creative I-Media here.</p> </div> <div data-bbox="247 566 770 723"> <p>2 Creative I-Media Level 1/2 Certificate Options</p> <p>Click again to deselect or click another course to change preference.</p> </div> </div>	<p>Repeat the process for your reserve choices. You can click on an option and select your preferred position.</p> <p>The system will work to utilise your most preferred preference when a reserve choice is required.</p>
<div data-bbox="231 779 778 1160"> <h3>Sign in to SIMS Options</h3> <div data-bbox="247 857 699 936"> </div> <div data-bbox="359 992 582 1059"> </div> <p>ESS: Check Service Status</p> <p> Secured by SIMS ID</p> </div>	<p>Go to www.sims-options.co.uk .</p> <p>You will be presented with this window. Ensure you select the “Office 365” icon (circled) to enter your e-mail address and password to access the system again.</p>