

Ramsey Grammar School



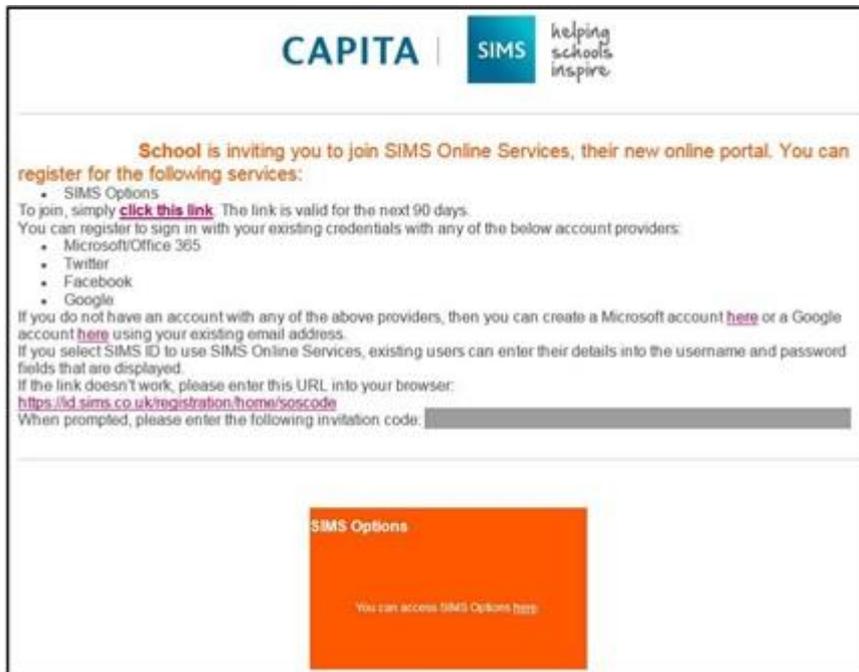
SIMs Options Online Guide for Parents



How to Use SIMS Options Online

Step 1 – Receiving Your Invitation

You will soon receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled “Ramsey Grammar School – SIMS Online Services Invite”, which will look something like the screenshot below:

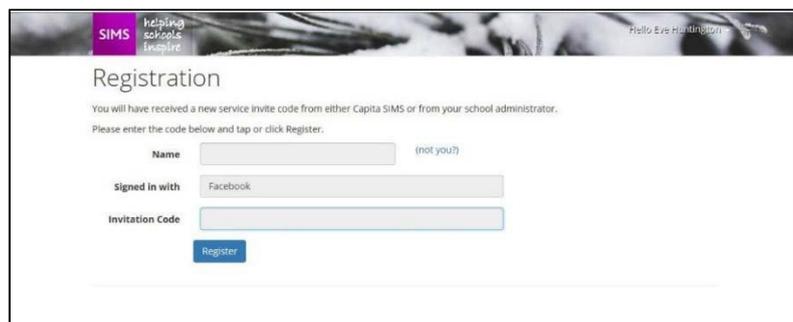


Step 2 – Setting Up Your Account

Click on the link at the top of the email that says “click this link”. This will ask you to login. You can sign in with your own personal Office 365/Microsoft/Hotmail, Twitter, Facebook or Google/Gmail account. The only one that will not work is the SIMS ID option, which may appear above the Twitter icon.



The first screen will be where your details are confirmed (your name and invite code will show here automatically):



On the second screen you will be asked to confirm your child’s date of birth for authentication purposes:



Hello Eve Huntington

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)

Step 3 – Signing In

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. Simply sign in with the online service you used when you set your account up (e.g. Facebook).

Step 4 – Selecting Student Role

When you are successfully logged in your profile may default to parent view. This page will appear blank, as shown below. Use the “Current Role” drop down box in the top right corner to switch to the student view to bring up the options page.



Home Current Role **Parent**

My children's choices

Children With Active Option Plans
Select a child to approve or unapprove their choices

Step 5 – 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. You need to select 4 subjects following the instructions in the text box above the option choices, then appear in the list of choices on the right hand side of the screen:

General Options

Please choose 6 subjects (4 main and 2 reserves.)
Please order your options in priority in the MY Choices box to the right.
The following subjects are offered by UCM at the same time so please only choose one.

Engineering
Child Development
Hospitality and Catering
Hairdressing and Beauty
Progression Pathway

You have chosen **4 of 4** courses and **2 of 2** reserves from this list

Art & Des GCSE Full Course	Reserve	Bus Studs GCSE Full Course	Reserve
Child Dev GCSE Full Course	Reserve	Catering NQF Level 1 <input type="button" value="Choose"/>	Reserve
Computer Science GCSE Full Course	Reserve	Drama GCSE Full Course	Reserve
Engin Level 1/2 Certificate	Reserve	French GCSE Full Course	Reserve
Film Studies GCSE Full Course	Reserve	Global French Level 1/2 Certificate	Reserve
Geography GCSE Full Course	Reserve	Global Perspectives GCSE Full Course	Reserve
Hair Level 1/2 Certificate	Reserve	History GCSE Full Course	Reserve
ICT BTEC Award Level 2	Reserve	Music GCSE Full Course	Reserve
Manx Studs General	Reserve	Practical Cookery Level 1/2 Certificate	Reserve

My Choices (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- Computer Science**
GCSE Full Course General Options
- Geography**
GCSE Full Course General Options
- Global French**
Level 1/2 Certificate General Options
- Catering**
NQF Level 1 General Options

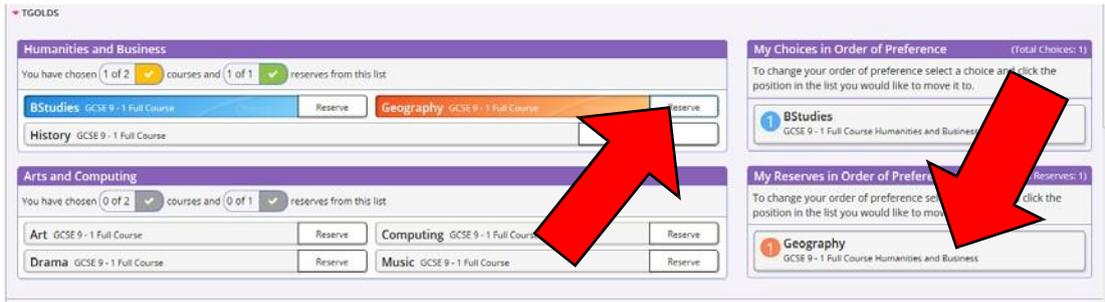
My Reserves (Total Reserves: 2)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- Practical Cookery**
Level 1/2 Certificate General Options
- ICT**
BTEC Award Level 2 General Options

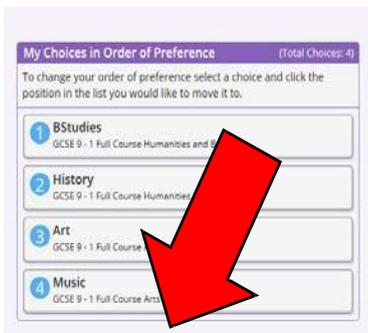
Step 6 – Making Your Reserve Choices

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”:

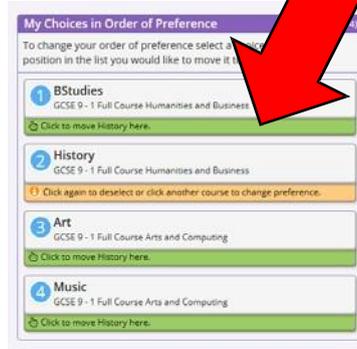


Step 7 – Adjusting Orders of Preference

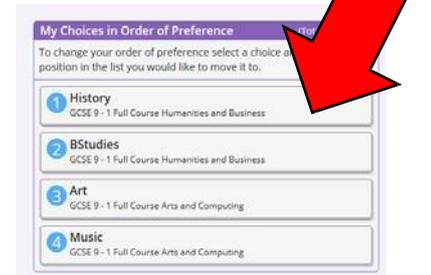
Options choices and reservations appear in the order they have been selected by default. Please re-arrange the options in order of preference. To alter the order, click on the option you wish to move.



1. Click on History



2. Click on the green box for the new position for History, in this case top.



3. The new order of preference will be displayed, showing History on top.

Step 8 – 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. You do not need to tick the Parental consent box as you are already logged in as a parent.

