



## A guide for student access to Options-Online

### IMPORTANT NOTE

Please remember, you must only register **ONCE**. After you have registered, go to <https://www.sims-options.co.uk>. Please **do not** use the registration code more than once.

Students will receive the following email from 'noreply@sims.co.uk'. This email will go to their Ellesmere College address:

(No subject)



To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Hi

Simply accept this invitation and register within 90 days.

[Accept Invitation](#)

If the button above doesn't work, copy and paste the following link into your browser.

<https://registration.sims.co.uk>

Should you need to enter it, your personal invite code is:

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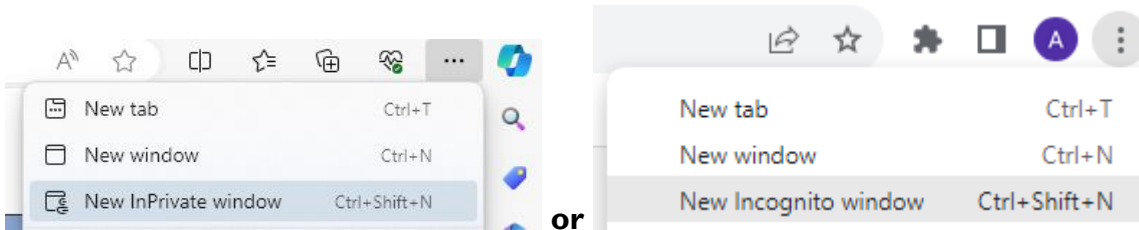
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Sent on behalf of,

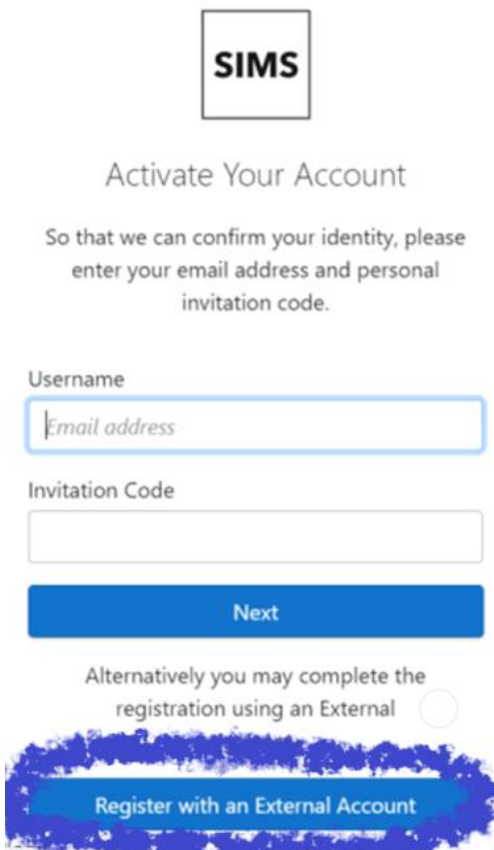
Ellesmere College

To access Options-Online, you will first have to register. To do this you need to click on the 'Accept Invitation' button within the email.

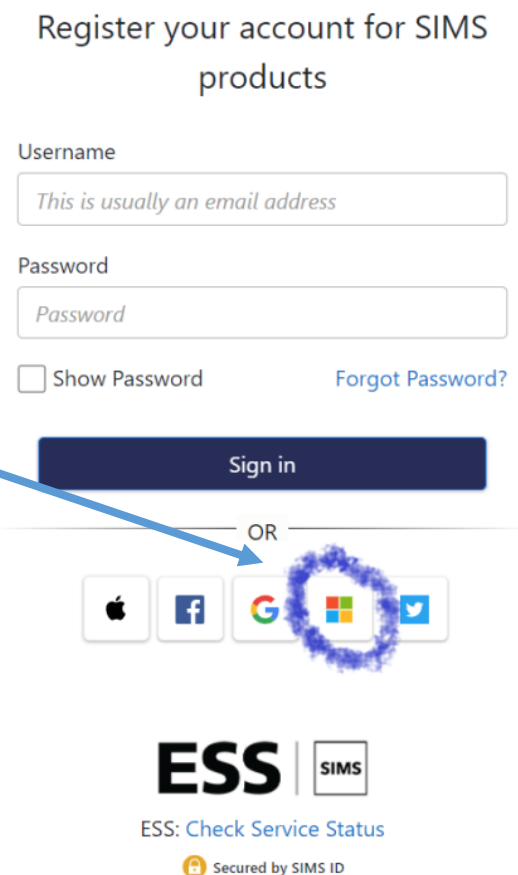
We have found that Options-Online doesn't work very well with the Safari web browser. **It is therefore recommended that you use either Chrome or Edge for Options-Online. Also, we have seen that sometimes, if you are using a shared device, other people's credentials that are saved, can confuse the system, and prevent you logging in. If this happens, you will see a blank screen when you log into Options-Online. To get around this issue, while in Chrome or Edge, open an 'in-private' or 'Incognito' browser window. This will only allow your credentials to be used.**



You will now be asked which account you would like to use to register. Firstly choose **‘Register with an external account’**.



Now click on the **‘Microsoft’** symbol – highlighted to the side.



You should now log in with your normal school email address and password.

You will be taken to the registration page. All the fields should be automatically filled in so you should just click on the 'Register' button. If there is no invitation code shown, copy and paste it from the email that was sent to you by [noreply@sims.co.uk](mailto:noreply@sims.co.uk) and then click on 'Register'.

## 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**

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Now enter your date of birth in the format requested and then click on 'Verify'



## 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)**

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Your account will be verified, and you will be logged into the Options-Online web site which will look something like the following:

The screenshot shows the 'Options-Online' web interface. At the top, there is a navigation bar with 'Student Choices' and a 'STUDENT' profile icon. Below this, there is a 'Save' button. The main content area is divided into two columns. The left column is titled 'A-Level Options' and contains a list of courses with 'Reserve' buttons next to them. The right column is titled 'My Choices in Order of Preference' and 'My Reserves in Order of Preference', both showing 'No courses selected' and 'No reserves selected' respectively. The courses listed in the left column include: Art, Bus Std, BTEC Ext Diploma Sport (3), Computer Science, DesTech, Economics, French, History, Maths, Music, PhysEd, Psychology, Biology, BTEC Diploma Sport (2), Chemistry, Drama, English Lit, FMaths, Geography, Latin, Media, Physics, and RS.

You will now be able to see your Option choices. Please read the instructions on the Options-Online page and make your choices as you wish.

**YOU ONLY HAVE TO REGISTER ONCE – PLEASE DO NOT TRY TO REGISTER MULTIPLE TIMES AS THE CODE YOU RECEIVED WON'T WORK AGAIN.**

Once registered, you can revisit this page as often as you like by going to:

**<https://www.sims-options.co.uk/>**

And then select the Microsoft option again and inputting your username (your email address) and password.