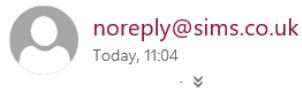


## A guide for student access to Options-Online

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



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://id.sims.co.uk/registration/home/soscode>

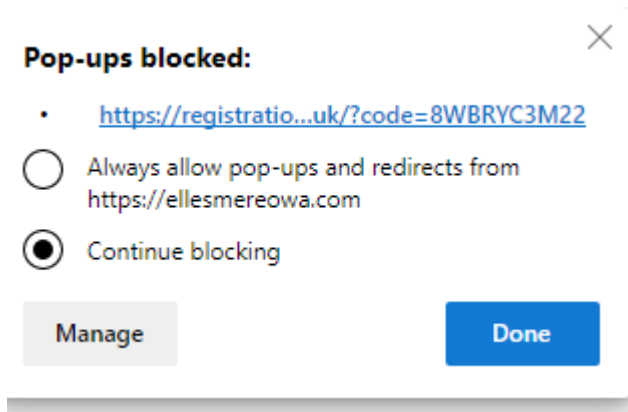
Should you need to enter it, your personal invite code is:

---

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 e-mail. Depending on the web browser you use, you may get a 'pop up blocked' error message such as the one below (you must click on the error message in the web browser to see it).





Allow the pop up and click 'Done'. Now click on 'Accept Invitation' again from within the e-mail. You will then be asked to activate your account. Please enter your school e-mail address into the Username field. You should already have an invitation code automatically entered, if you haven't, copy it from the original e-mail. Now click 'Next'.

**SIMS**

## Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username


Invitation Code

**Next**

Alternatively you may complete the registration using an External Account.

**Register with an External Account**

Now enter your date of birth



### Account Registration


So that we can confirm your identity, please answer your security question below.

What is your date of birth? (DD/MM/YYYY)

[Next](#)

Secured by SIMS ID  
ESS Hosted Services: [Check Service Status](#)

The next window will ask you to create a strong password for your Options Online account. Once you have done this, click Next.



### Create a Strong Password

At least one capital letter

At least one number

At least one special character

At least 8 characters

Password

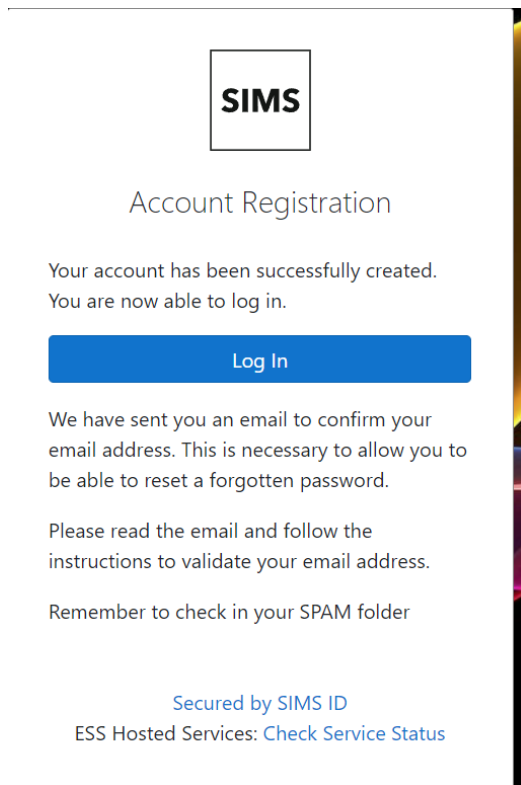
Confirm Password

Show Password

[Next](#)

Secured by SIMS ID  
ESS Hosted Services: [Check Service Status](#)

The following window will now appear.



Click on 'Log in' and the Options Online page will appear. Please fill this out per the instructions given to you via an InTouch e-mail from Mrs Pritt-Roberts.

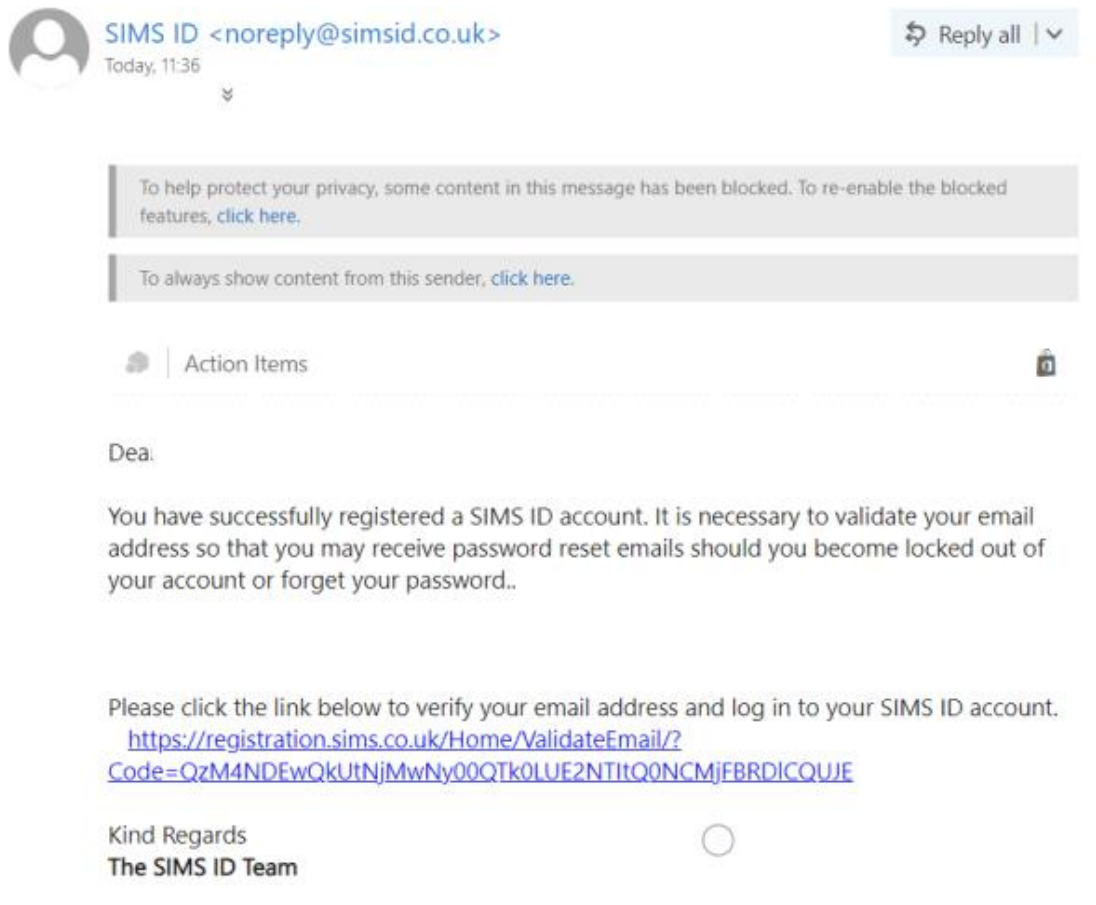
Once you have made your choices, don't forget to click on the 'Save' button at the top left-hand side of the page



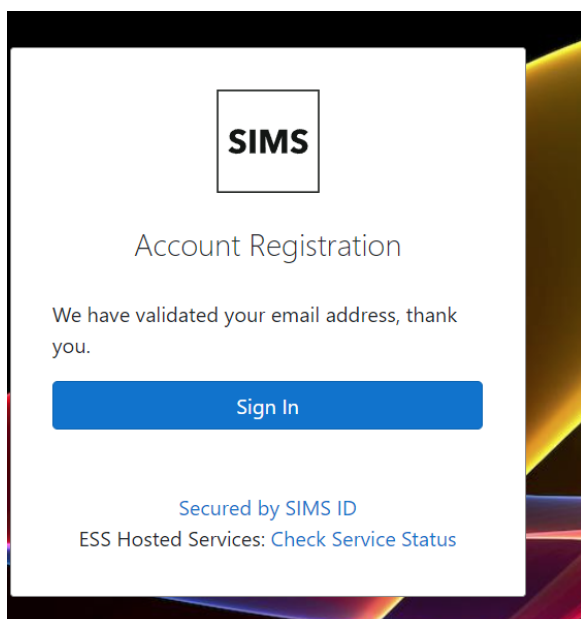
You can return to this page as many times as you need to before the closing date for Options (please see the important information on page 6).

As the Account Registration message above says, you will have been sent another e-mail so that you can validate your e-mail address. This will allow you to reset your password should you forget it.

Please find the email, which should look like the one below, and click on the link within it.



Once validated, you will receive the following message



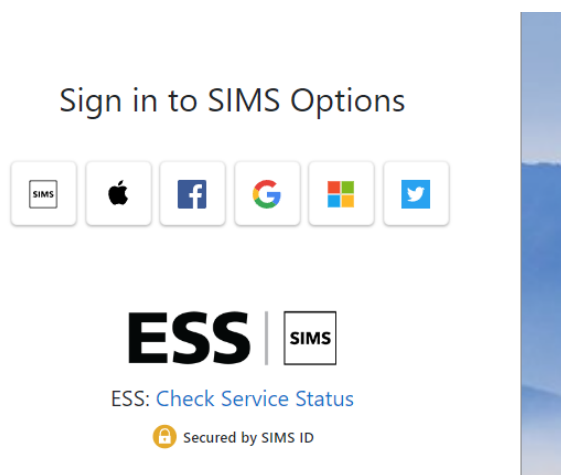
If you didn't log into the Options Online site previously, you can do it via the link shown above in your web browser.

## **IMPORTANT**

Once you have registered and validated your account, you should **only access the Options Online website by going to the address below.** Please **do not** go back to the 'Accept Invitation' e-mail as the code within it will have already been used by you to register.

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

Once you have access the page above, choose the 'SIMS' login icon (far left)



Now enter your school e-mail as the username and the password you created when you created your Options Online account.