

SIMS Options Online – Parent Access

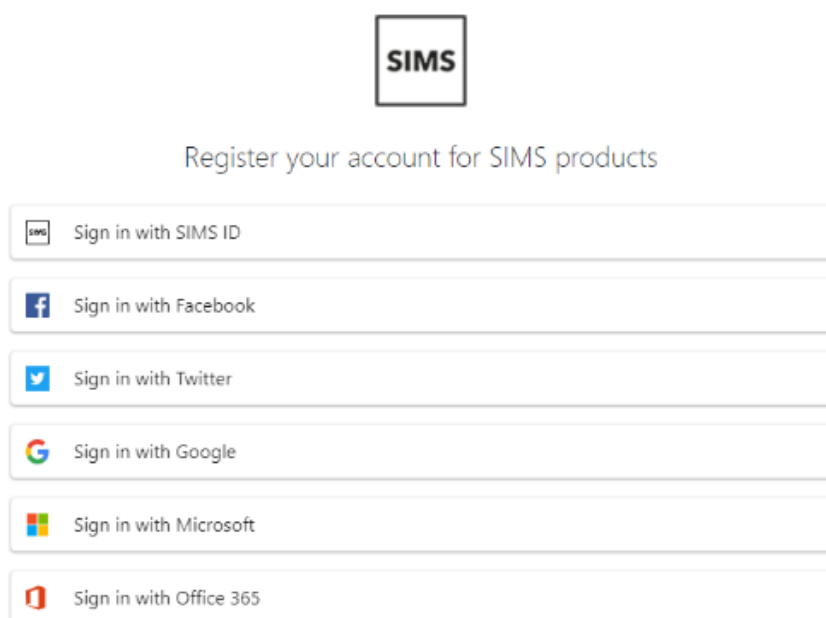
This year we are using an electronic method with student and parents for Key Stage 4 Option choices. Parents and students will be sent a registration email so they can setup their online account – for parents this will be sent to the email address we hold for them and for students their school email address. The email will come from noreply@sims.co.uk If you don't receive a registration email please email optionsonline@wadhamschool.co.uk

These instructions and those for students are on the school website:

<https://www.wadhamschool.co.uk/key-stage-4-choices-2020.html>

Setting Up Your Account

- 1) Open the email from noreply@sims.co.uk and click on the link in the email. In the email you will find a registration code that will be required later.
- 2) The screen below will appear. You can use whatever method you want to setup your account part from the top one.



3) You will then be asked to sign in with the provider you have chosen – accept any permissions that might appear.

4) Once logged in you will need to enter the registration code in the email (it may already be there)

5) You will then be asked to verify your account by answering a security question.

6) Your account is now setup.

Accessing Options Online

- 1) Go to <https://www.sims-options.co.uk>
- 2) Login with the method you chose in the registration stage
- 3) You will now see the choices your son/daughter have made – if empty they haven't made choices yet so please ask them to complete using the instructions they have been given. You will not be able to amend any of the choices.
- 4) You will see a section with a box for you to tick to approve your son/daughter's option choice and a comment box.
- 5) In the top left-hand corner, you will see a 'Save' icon. Click on this and then log out – top right hand corner

You and your son/daughter will not be able to access Options Online until Friday 31st January 2020. The online system will close on Friday 6th February 2020.