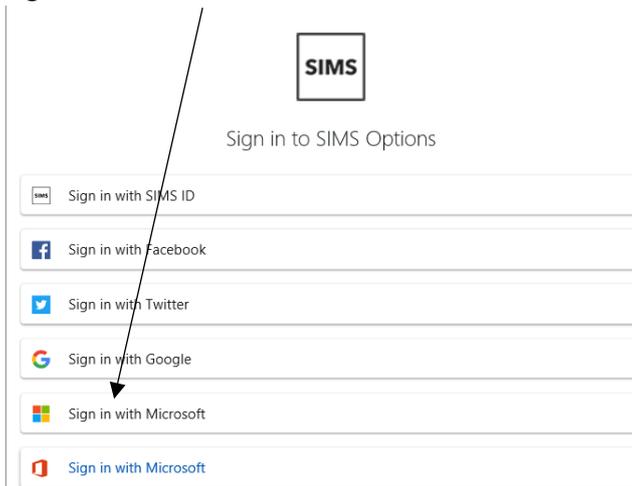


## SIMS options support guide

- The online options package is registered to and accessed by the student, using the student's school e-mail username and password.

### a. Accessing SIMS options

1. Log onto the options website [www.sims-options.co.uk](http://www.sims-options.co.uk)
2. Sign in with Microsoft;



3. Select the account to use.



## Pick an account

This will be your school account, for example [16ABEC@warwick.surrey.sch.uk](mailto:16ABEC@warwick.surrey.sch.uk)

4. Enter your school password.

## Enter password

Password

[Forgotten my password](#)

Sign in

## b. Choosing options

5. You make one choice from Block A, one from Block B and one from Block C.
6. Choose a subject by clicking on the main part of the subject name, for example “Triple Science general”.

The screenshot displays three blocks of course selection options. Each block has a header with the block name and a summary of selections (0 of 1 courses and 0 of 1 reserves). The subjects available in each block are:

- Block A:** Geography General, History General, Spanish General, Triple Sci General.
- Block B:** Art General, Business E General, French General, Geography General, History General, Music General.
- Block C:** Expressive Arts General, Business E General, Catering General, Computing General, Dance General, ICT General, Media Stud General, Spanish General, Product Design General, Textiles General.

Arrows from the instructions point to 'Triple Sci' in Block A, 'Geography' in Block B, and 'Catering' in Block C.

7. You don't have to select the subjects in Block order. The first subject you select will register as your highest preference subject. These show on the right hand side.

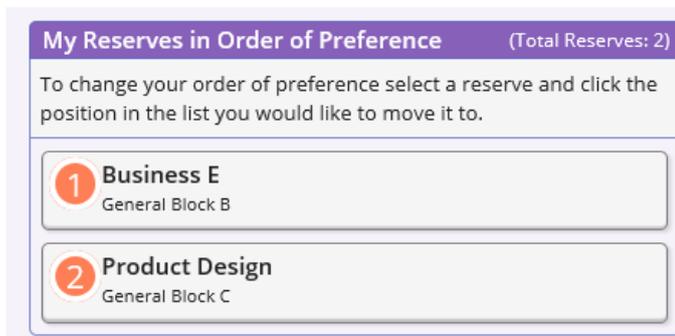
**My Choices in Order of Preference** (Total Choices: 3)

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

- 1 Triple Sci  
General Block A
- 2 Geography  
General Block B
- 3 Catering  
General Block C

The instructions above the choices explain how you can change your order of preference.

- You can choose up to 3 reserve subjects (1 from each block). If you have already chosen a subject you can't also choose it as a reserve subject. For example, in the selection above Geography has already been chosen from Block B. The student is not able to choose it as a reserve in Block A.



Due to this you don't have to select a reserve subject in each block. The student in the example has only chosen two reserve subjects.

- To choose a subject as a reserve, click the "Reserve" section of the subject name.



- You can also change the order of preference with your reserve subjects, in the same way as your first choice subjects.
- When you have completed your selections click the save icon in the top left hand side of the screen.



If you have any issues with the options process please contact either Mrs Basso ([bs@wrick.surrey.sch.uk](mailto:bs@wrick.surrey.sch.uk)), Mr Rolt ([rl@warwick.surrey.sch.uk](mailto:rl@warwick.surrey.sch.uk)) or Mr Stafford ([sd@warwick.surrey.sch.uk](mailto:sd@warwick.surrey.sch.uk)).