

Heckmondwike Grammar School

How to pick your GCSE Options using SIMS Online

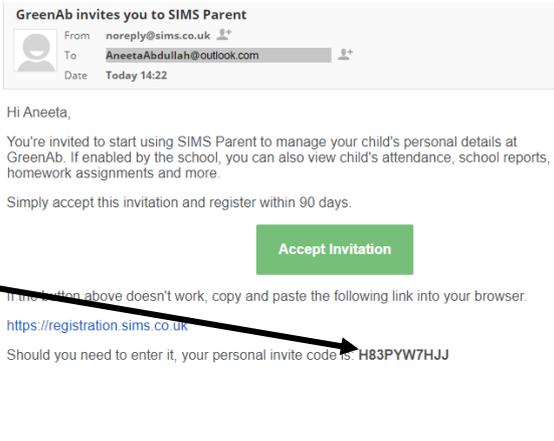
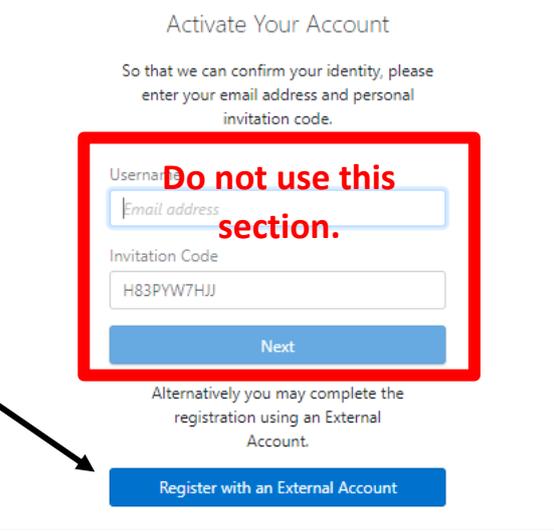
Please use the instructions below to use the Options Online system.

Please read the instructions carefully and take your time. If you rush through this process and do not follow the instructions then it is likely you will not do it correctly and **you will not be able to pick your options.** We recommend that students complete this process with a parent/carer and not on their own.

There are two steps to the process – step 1 allows you to setup your account so that you are able to login to the options system, and step 2 allows you to login and choose your options.

If you have any technical problems with this process, please email datateam@heckgrammar.co.uk with the child's name and form group.

Step 1 – Register

<p>You will have received an email to your school email account from noreply@sims.co.uk to your school email account. Please note this may go into your junk or other inbox so check these folders.</p> <p>The first step is to highlight the invite code and copy it.</p> <p>When you have copied the code, click the green Accept Invitation button.</p>	 <p>Hi Aneeta,</p> <p>You're invited to start using SIMS Parent to manage your child's personal details at GreenAb. If enabled by the school, you can also view child's attendance, school reports, homework assignments and more.</p> <p>Simply accept this invitation and register within 90 days.</p> <p>Accept Invitation</p> <p>If the button above doesn't work, copy and paste the following link into your browser. https://registration.sims.co.uk</p> <p>Should you need to enter it, your personal invite code is: H83PYW7HJJ</p>
<p>When the next page opens, do not enter your email address.</p> <p>Instead, click the Register with an External Account button.</p>	 <p>Activate Your Account</p> <p>So that we can confirm your identity, please enter your email address and personal invitation code.</p> <p>Username Email address Invitation Code H83PYW7HJJ</p> <p>Do not use this section.</p> <p>Next</p> <p>Alternatively you may complete the registration using an External Account.</p> <p>Register with an External Account</p>

On the next screen, click the Microsoft 365 logo.

The logo is this one:



Register your account for SIMS products

Username

Password

Show Password [Forgot Password?](#)

OR

You will then be taken to a Microsoft 365 authentication screen.
You may need to login with your school email and password.
Click **Yes**.

Microsoft
AneetaAbdullah@outlook.com

Let this app access your info?
sts.sims.co.uk

SIMS ID Live needs your permission to:

- View your email address**
SIMS ID Live will be able to read your primary email address.
- View your basic profile**
SIMS ID Live will be able to see your basic profile (name, picture, user name).

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can manage these permissions at <https://microsoft.com/consent>. [Show details](#)

On the next screen, you will need to paste the registration code that you copied from your email.

Paste into the **Invitation Code** box and click Register.

Registration

You will have received a new service invite code from either SIMS or from your school administrator. Please enter the code below and tap or click Register.

Name (not you?)

Signed in with

Invitation Code

You must complete this step correctly or the registration may fail. You must enter the date of birth in the correct format.

Please type in your date of birth and ensure you do this correctly in the following format: **DD/MM/YYYY**. Then click Verify.

For example, 1 January 2009 would be 01/01/2009.

Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

Once you have completed these steps you will have setup your account.
To check your account registration has worked please continue to Step 2.

Step 2 – Choosing your Options

Go to www.sims-options.co.uk.

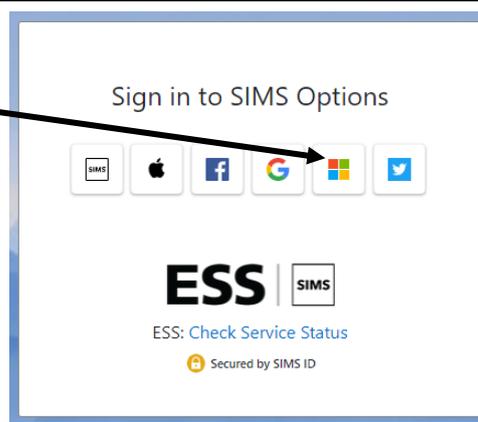
Click the Microsoft 365 logo.

The logo is this one:



If this does not work your registration has not processed correctly. Please use the previous instructions from the beginning and try to register again.

If that still does not work, please email datateam@heckgrammar.co.uk with your child's name and form group.

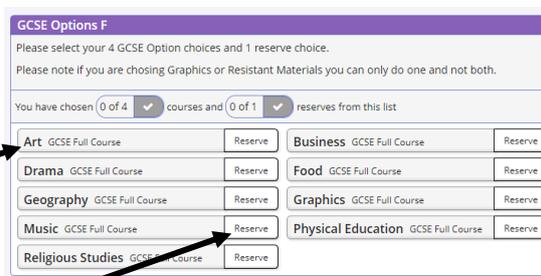


At first you may see a blank screen. Please wait a moment whilst the page loads.

You will then see a screen that allows you to select your option choices. Click on the name of a subject to select it.

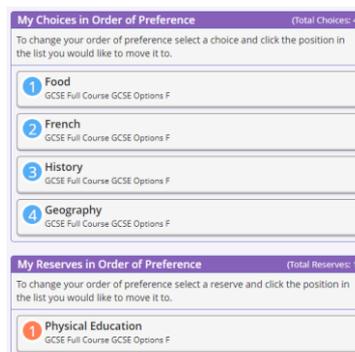
You should select 4 subjects and 1 reserve. To select your reserve, click the reserve button next to a subject.

To remove a subject, just click it again.



You will then see on the right the list of your options and reserve choice.

You can click the subjects in the list to reorder them in order of preference.



When you are happy with your choices, you must click the save button at the top of the page.

You will then see a green message stating that your choices have been saved.

You can now logout. Please note that you are able to login and change your options up to the options deadline.

