



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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Instructions on how to use the Online Options Portal.

This year we have decided to use an online portal to gather the students key stage 4 subject options.

Below please find instructions on how to use this Options portal.

Step 1 - Invitation

You will receive an email from Sims.net that looks like this.



Hi xxxxxxx,

You're invited to start using SIMS Online Services, an online portal providing access to a range of services including SIMS Admin, SIMS Engagement, SIMS Activities and SIMS Options.

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>

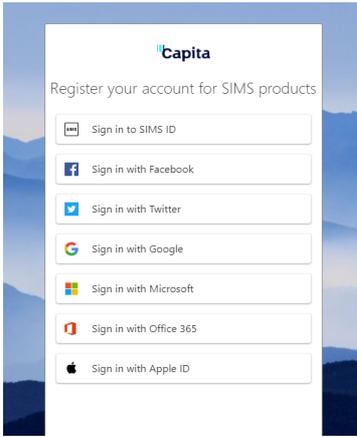
Should you need to enter it, your personal invite code is: **J4HVJ8Y2GC**



Please check in your junk folder if you don't see it in your inbox.

NB. For Security reasons these invitations will expire 14 days after the day they were sent.

Click on Accept invitation or on this link <https://id.sims.co.uk/registration/> and the following screen will appear.



Click on any of the account types for which you have an account.

Once logged in you will be asked to add the invite code (see the original email) and then you will be asked a security question.
Exit the system

You will receive an email confirming your Sims ID account has been created.

Step Two - Sims Options

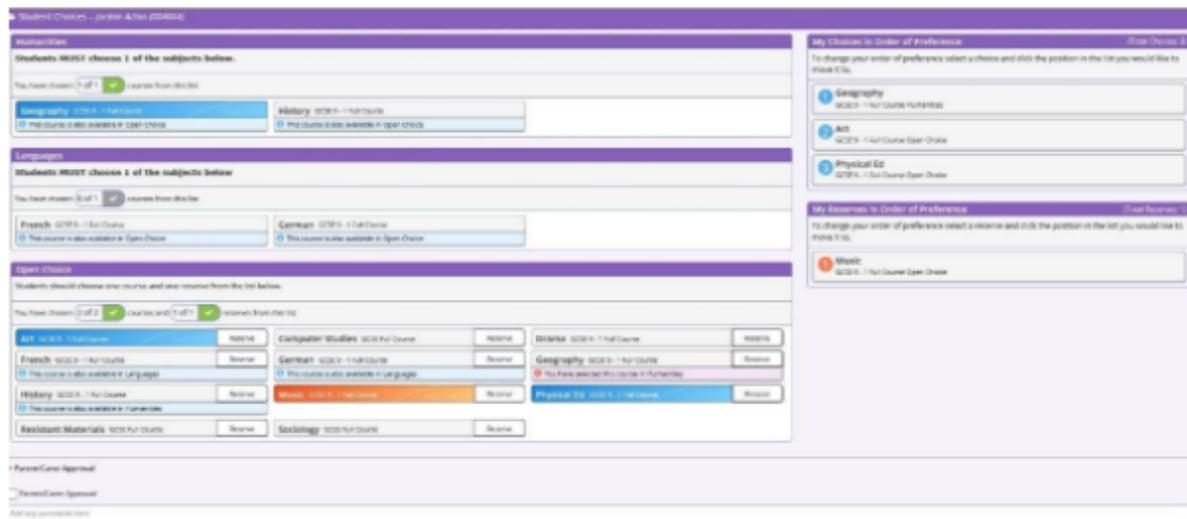
You will then need to login to access the active plan. By going to :

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

Or by clicking on the link in the confirmation email.

For Parents

When you access the system you will be able to see the options your child has selected.



There is a section for parents to tick to confirm they approve their child's option choices and a comment box. This box should only be used to inform us of any information directly relevant to your child's choice selection, please be aware we will not be able to action any requests for contact or other matters if requested this way. Please use alternative school systems for any such requests.

NB. You can not amend the choices, this can only be done by the Student.

Once you have entered the details you wish then click on the save icon in the top left corner of the page and sign out of Options.

We cannot begin processing these requested choices until the student has completed the option section in full AND you have marked them as approved.

The deadline for completing this process is 8th March 2021.

If you have any questions please email either:

Angela Tiktin (Curriculum Officer) at atiktin@brookvalegroby.com

or

Denise Wynne (Data Manager) at [dwyne@brookvalegroby.com](mailto:dwynne@brookvalegroby.com)