



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 xxxxxxxx,

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>

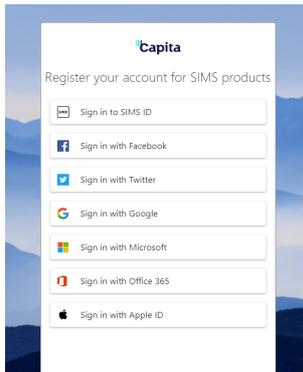
Should you need to enter it, your personal invite code is: **J4HVJ8Y2GC**



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 click here <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 Students

Please ensure you read the comments regarding the two possible pathways and about the subjects that can not be studied together.

Click on the name of the subject to select it as an option.

Click on reserve to add the subject as a reserve. (This must include at least one Ebacc Subject)

The order in which you select these subjects will determine the order of preference used when allocating subjects to you. This can be changed by clicking on the chosen subject (in the list on the right hand side of the screen) and then on the position you would like to move it to. We will try to ensure that you can study your chosen subjects but if that is not possible we may have to replace your 4th choice with one of your reserves.

Mandatory

Students MUST choose 1 of the subjects below.

Geography 9221 - 1 Full Course | History 9221 - 1 Full Course

Language

Students MUST choose 1 of the subjects below.

Spanish 9221 - 1 Full Course | German 9221 - 1 Full Course

Open Choice

Students should choose one course and one option from the list below.

Art 9221 - 1 Full Course	Computer Studies 9221 - 1 Full Course	Spanish 9221 - 1 Full Course
Music 9221 - 1 Full Course	Science 9221 - 1 Full Course	Geography 9221 - 1 Full Course
History 9221 - 1 Full Course	Religious Education 9221 - 1 Full Course	Physical Education 9221 - 1 Full Course
Business Materials 9221 - 1 Full Course	Scotiology 9221 - 1 Full Course	

My Choices in Order of Preference

To change your order of preference enter a choice and give the position in the list you would like to rank it in.

- 1 Geography 9221 - 1 Full Course (1st Choice)
- 2 Art 9221 - 1 Full Course (2nd Choice)
- 3 Physical Ed 9221 - 1 Full Course (3rd Choice)

My Choices in Order of Preference

To change your order of preference enter a choice and give the position in the list you would like to rank it in.

- 1 Music 9221 - 1 Full Course (1st Choice)

You can also add comments in the box provided at the bottom of the page if you wish. Once you are happy with your choices click save in the top left hand corner of the screen and sign out of Options.

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

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