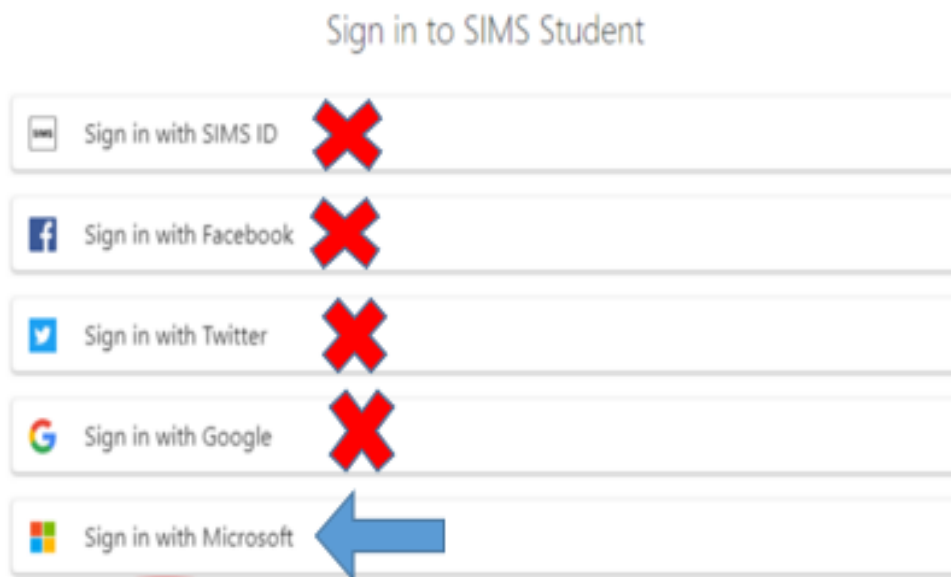


## Accessing the Year 9 SIMS Options Online

We are trialling a new process this year for students to make their Option Choices using an online facility, which links through to our SIMS system in school. In order for this to be completed, students will first need to register with SIMS Student. Invitations to students will be sent out to their school email addresses from [noreply@simms.co.uk](mailto:noreply@simms.co.uk) and will contain a unique verification code.

Once students have received the invitation they will need to follow the on screen instructions, with the exception being that they **MUST** select the bottom 'Sign in with Microsoft' option.



**Students must logon with their @llanishen.cardiff.sch.uk email address and password, if you need any help with these details please email [support@llanishenhigh.freshdesk.com](mailto:support@llanishenhigh.freshdesk.com)**

Once this registration process is complete you can sign in via the following URL  
SIMS OPTIONS ONLINE: [www.sims-options.co.uk](http://www.sims-options.co.uk)

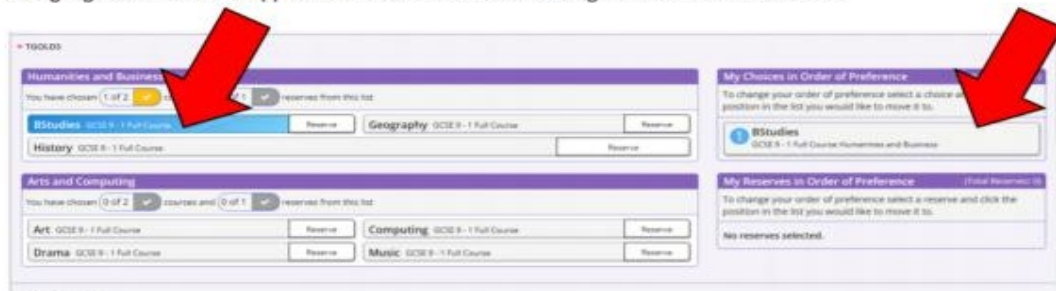
Register using Microsoft and your school logon details as previously.

## CHOOSING YOUR OPTIONS

You will need to choose 4 options plus 2 reserve choices.

- **Making Option choices**

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen:



- **Adjusting order of Preference**

Options choices and reservations appear in the order they have been selected by default. If you wish to emphasise that one option is preferred (this is particularly useful for Box 2 and 3 combined options). To alter the order, click on the option you wish to move:



- **Saving choices**

It is vital you press the save button at the top of the screen otherwise the choices will be lost when you close the browser, you will also need to confirm the parental consent box and add any additional comments if required.

