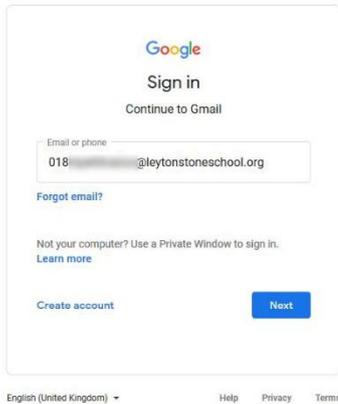


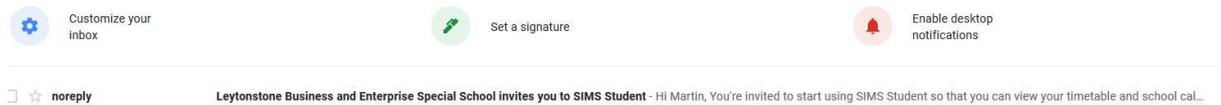
## Student Guide to joining SIMS Options Online

Sims Options Online will allow you to make your options choices quickly and easily. To use this system you will need to register with SIMS Option, an invitation should already have been sent to you. If you encounter problems at any stage please email [options@leytonstoneschool.org](mailto:options@leytonstoneschool.org) for help.

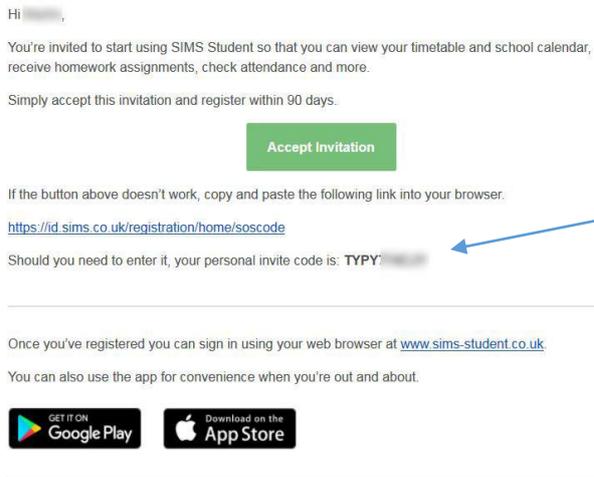
1. Login to your school @leytonstoneschool.org Gmail account at <https://gmail.com>



2. Look for an email from 'noreply' with 'Leytonstone School invites you to...'. Open this email.



3. There is a green button link inside the text of the message, this is your link to SIMS Options registration. Click on it to take you to the registration page. You may want to take a note of the invite code in case you are asked for it. Usually it is already entered for you.



Take a note of this code, just in case

4. You will be presented with a list of registration methods. Choose 'sign in with Google'

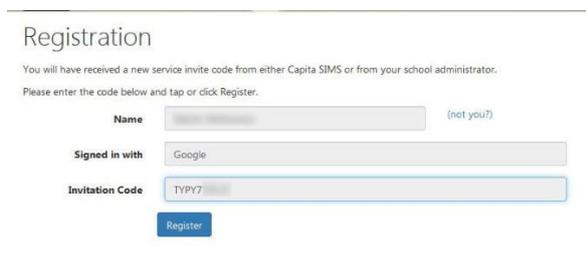


The screenshot shows the Capita registration page with the following options:

- Sign in to SIMS ID
- Sign in with Facebook
- Sign in with Twitter
- Sign in with Google
- Sign in with Microsoft
- Sign in with Office 365
- Sign in with Apple ID

Make sure you choose this option or you may not be able to register successfully.

5. As you are signed in already to Google, you should be taken to the registration page. If for some reason you are not, use the Google login screen to login again with your school email credentials.
6. In the registration window, it should have your name, the method you signed in with (Google) and an invitation code. Click the blue 'Register' button to continue.



The registration page shows the following pre-filled information:

- Name: [Name] (not you?)
- Signed in with: Google
- Invitation Code: TYPY7

A blue 'Register' button is visible at the bottom.

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7. You will be asked to confirm some security information. Usually your date of birth. Enter this and click on the blue 'Verify' button.

## Registration - Answer Security Questions

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

What is your date of birth? (dd/mm/yyyy)

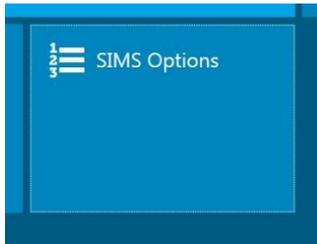
Verify

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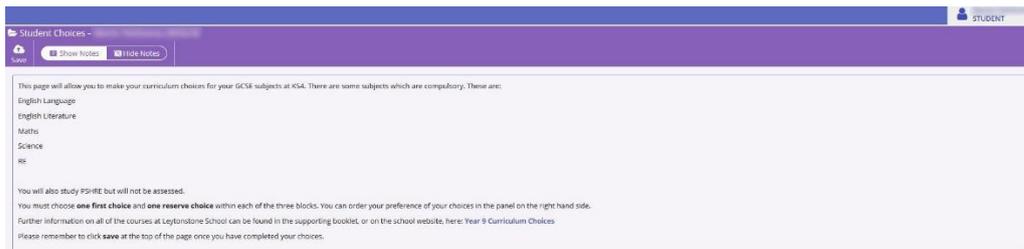
8. If your information is verified correctly, an account will be created for you.



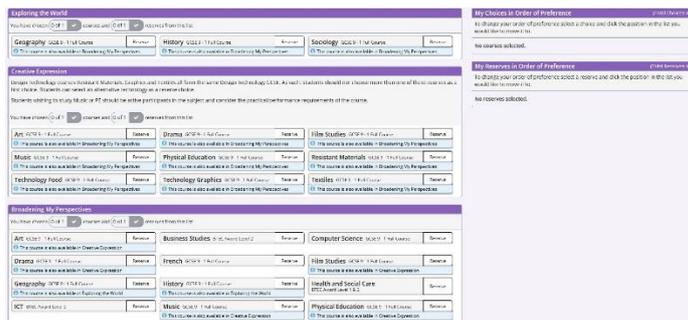
9. You should now be logged into SIMS Student portal. To get to your options choices, click on the 'SIMS Options' square.



10. You should now be in the SIMS Options portal. Please read the guidance notes at the top of the page. This should tell you how to make your choices.



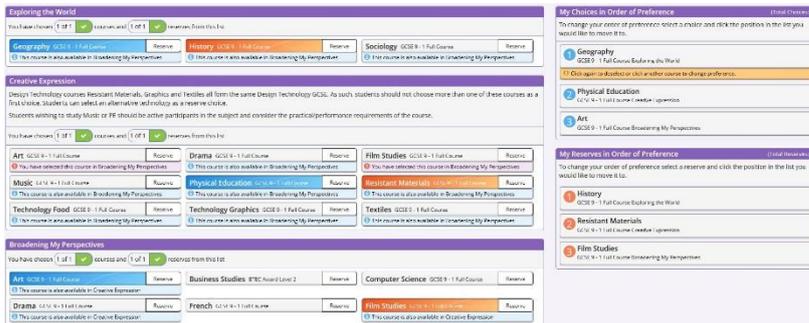
11. Pick your first choice and a reserve for each option block



12. Just click on the subject block to select it. Click on the reserve button of the subject to make it your reserve subject.



13. When you have picked all your options and reserve options, your page should look something like the image below.



14. Please leave any notes or comments in the box provided at the bottom. Make sure you tick the 'Parent/Carer Approval' box at the very bottom of the page.

▼ Student Comments

Add any comments here

▼ Parent/Carer Approval

Parent/Carer Approval

15. You will have been sent a confirmation email from SIMSID1 to your Gmail account. This confirms your registration information and provides a quick link back to the SIMS options portal, should you require it.

SIMSID1 Account Created - Thank you for successfully registering your account with SIMS ID. You will now be able to use this account to sign in to your school's SIMS Online Services prod...



Thank you for successfully registering your account with SIMS ID.

You will now be able to use this account to sign in to your school's SIMS Online Services products using the links below.

If you are an administrator for any of the SIMS Online Services products you can access the administration site [here](#).

