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# Making Options Choices Online

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**St. John Fisher**  
CATHOLIC COMPREHENSIVE SCHOOL

# Making Your Child's Options Choices Online

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This document will guide you through the steps needed to make your child's Options Choices online.

Options will be open from Thursday 10<sup>th</sup> March to Wednesday 23rd March 2022 inclusive.



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# Making Your Child's Options Choices Online

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Please look through this document before you start – there is a list of Frequently Asked Questions at the end to resolve some of the common issues that parents and carers might experience.

We would like to reassure you that we are here to support you, should you experience any other difficulty. Please call the school during business hours or email Miss Walker, Deputy Headteacher ([v.walker@stjohnfisher.school](mailto:v.walker@stjohnfisher.school)), if you need further help.





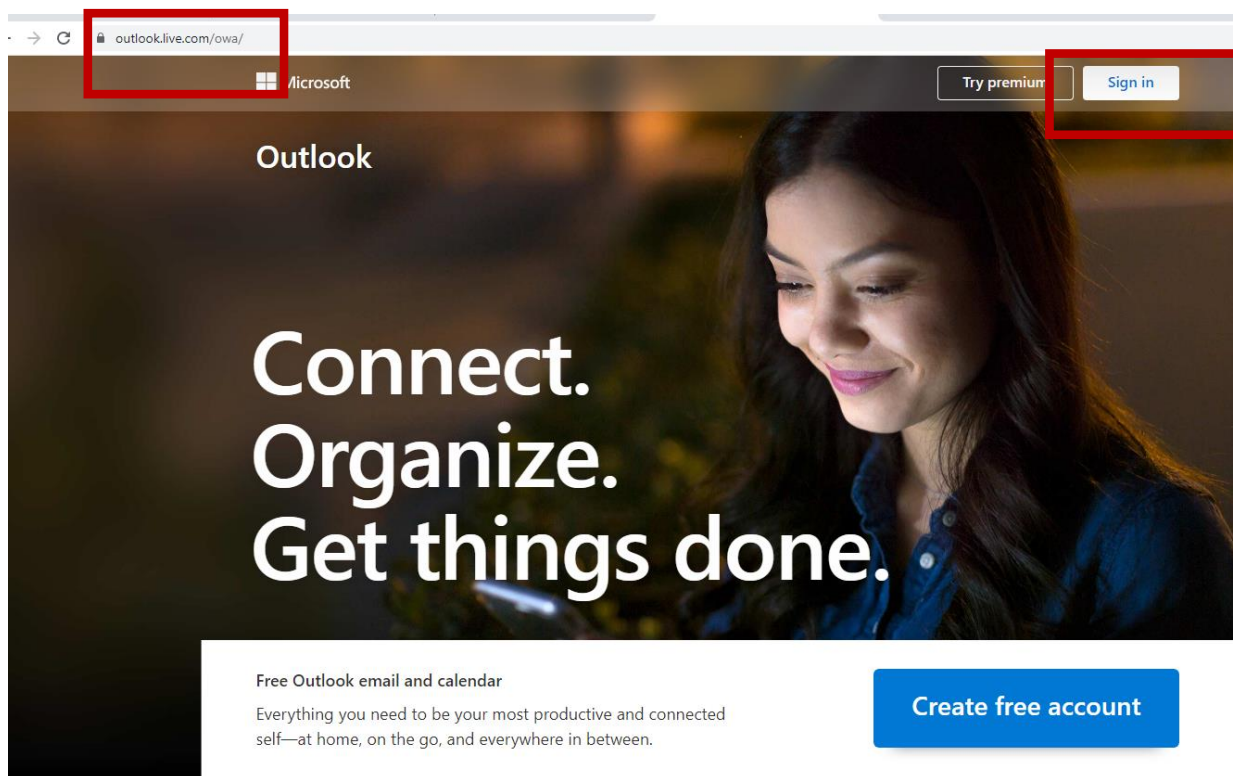
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## Step 1: Access your child's email account to register for Options Online

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Go to [www.outlook.com](https://www.outlook.com). Click 'Sign in'.





## Step 2: Open your child's email account

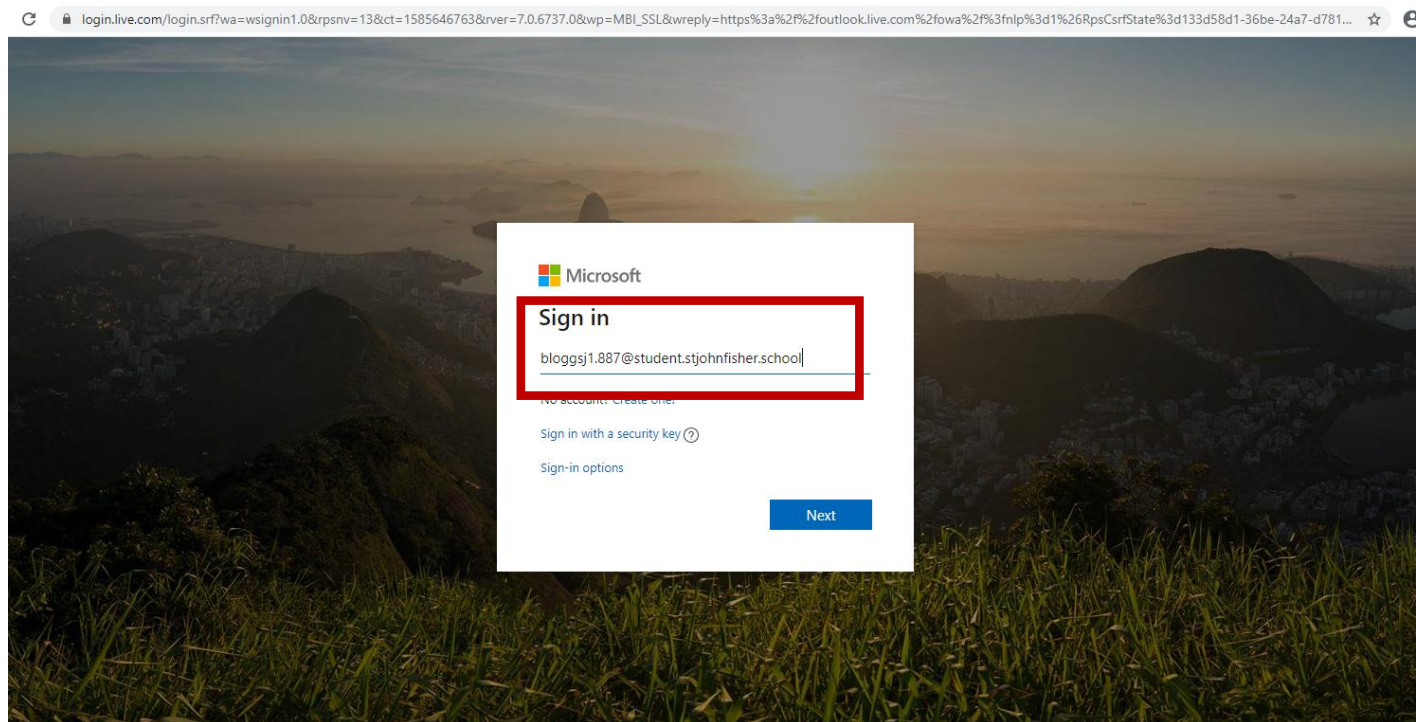
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You will see screens asking for an email address and password.

Your child's email is their username followed by

(e.g. [username@student.stjohnfisher.school](mailto:username@student.stjohnfisher.school)).

Their password is the same password they use to log on at school.





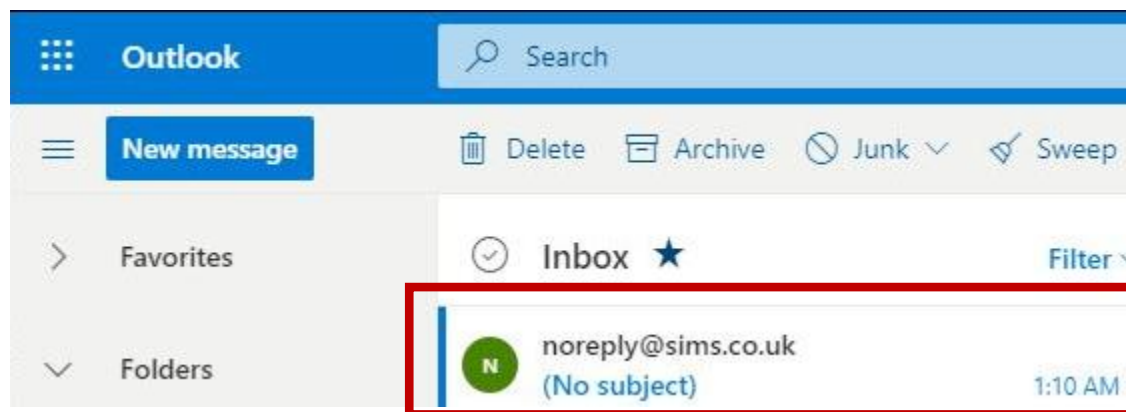
## Step 3: Open the email from 'noreply@sims.co.uk'

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The sender is 'Noreply@sims.co.uk'.

There will not be a subject line.

The first line of text will say 'Hi <name>, simply accept this invitation'.



**If you do not see the email in your inbox, please check the junk mail folder.**



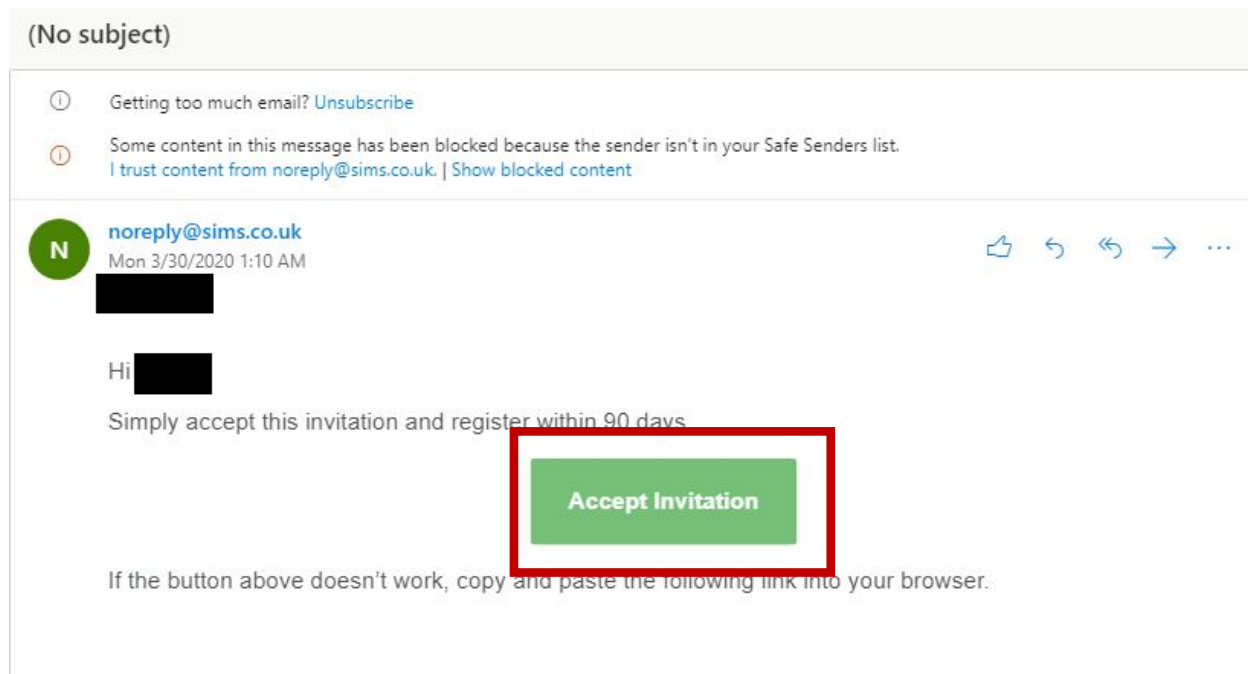
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## Step 4: Accept the invitation

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Having opened the email, click 'Accept Invitation'.







## Step 5: Register the account for SIMS

Clicking the email will take you to this page.

- Use your school email address.
- The Invite code should automatically be in the form.
- Click Next.

The screenshot shows a web browser window with the URL 'registration.sims.co.uk'. The page has a dark background with colorful, flowing light patterns. In the center is a white registration form for SIMS. The form has the SIMS logo at the top, followed by the heading 'Activate Your Account'. Below this is a message: 'So that we can confirm your identity, please enter your email address and personal invitation code.' There are two input fields: 'Email address' and 'Invitation Code'. The 'Email address' field is highlighted with a red rectangular box. Below the 'Invitation Code' field is a button labeled 'Next'. At the bottom of the form, there is a link that says 'Alternatively you may complete the registration using an External Account.' and a button labeled 'Register with an External Account'. At the very bottom of the form, it says 'Secured by SIMS ID' and 'ESS Hosted Services: Check Service Status'.





## Step 6: Register the account for SIMS

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Next you will see this page.

Enter the students Date of Birth, then click Next.

**SIMS**

Account Registration

So that we can confirm your identity, please answer your security question below.

What is your date of birth? (DD/MM/YYYY)

Next

Secured by SIMS ID  
ESS Hosted Services: [Check Service Status](#)



## Step 7: Register the account for SIMS

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Next, you will see a screen like this.

You will need to setup your own password that meets the criteria.

Enter the password into both boxes and then press Next.

**SIMS**

Create a Strong Password

At least one capital letter  
At least one number  
At least one special character  
At least 8 characters

Password

Confirm Password

☐ Show Password

Next

Secured by SIMS ID

ESS Hosted Services: [Check Service Status](#)



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## Step 8: Register the account for SIMS

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Your Account is now completed.

Click the blue 'Log In' button.



### Account Registration

Your account has been successfully created.  
You are now able to log in.

[Log In](#)

We have sent you an email to confirm your email address. This is necessary to allow you to be able to reset a forgotten password.

Please read the email and follow the instructions to validate your email address.

Remember to check in your SPAM folder

Secured by SIMS ID

ESS Hosted Services: [Check Service Status](#)



## Step 9: Register the account for SIMS

You must now click the SIMS icon to login.

The screenshot shows a web browser window with the URL `sts.sims.co.uk/login?signin=b4ff82fac5d3f8565e3781e136a3a4b9`. A cookie notice is displayed at the top right with an "Accept" button. The main content area has a blue mountain background. A white box titled "Sign in to SIMS Options" contains a row of social media and service icons: SIMS, Apple, Facebook, Google, Microsoft, and Twitter. The SIMS icon is highlighted with a red square. Below the icons, the text "ESS | SIMS" is displayed, followed by a link "ESS: Check Service Status" and a security notice "Secured by SIMS ID" with a lock icon.



## Step 10: Register the account for SIMS

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Now you will see this screen.

Enter your school email address

Enter the password from Step 7

Click 'Sign in'

**IMPORTANT:** Do not enter your normal student school password on this screen.






Sign in to SIMS Options

Username

Password

☐ Show Password [Forgot Password?](#)

OR



## Step 11: Option Choices

The main Options Choices screen will appear.

**Student Choices** [Redacted] Plan Status: Design

Save Show Notes Hide Notes

**Personal Details**

**Mainstream**

St.Mary, St.Michael, St.Paul, St.Peter, St.Rose

Choose one 1st Choice and 1 Reserve Choice from both Blocks A and B.

We would recommend students opt for a balanced Level 2 curriculum giving them access to a wide range of pathways after GCSE.

If your child finds academic work challenging and is in set Y3 for English and / or Maths, they may also wish to consider a blended programme, studying a Level 2 qualification in either Group A or B, plus a Level 1 in Public Services or Hospitality.

**Group A**

You have chosen 0 of 1 courses and 0 of 1 reserves from this list

Computer GCSE 9 - 1 Full Course	Reserve	French GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve
This course is also available in Group B					
History GCSE 9 - 1 Full Course	Reserve	Latin GCSE 9 - 1 Full Course	Reserve	Public Services BTEC Award Level 1 & 2	Reserve
This course is also available in Group B					
Sociology GCSE 9 - 1 Full Course	Reserve				

**Group B**

You have chosen 0 of 1 courses and 0 of 1 reserves from this list

Art GCSE 9 - 1 Full Course	Reserve	Engineering BTEC Tech Award Level 1/2	Reserve	Geography GCSE 9 - 1 Full Course	Reserve
This course is also available in Group A					
History GCSE 9 - 1 Full Course	Reserve	Hospitality BTEC National Certificate	Reserve	Health & Social Care BTEC Award Level 1 & 2	Reserve
This course is also available in Group A					
Sport Studies Cambridge Nationals Award Level 1 & 2	Reserve				

**My Choices in Order of Preference** (Total Choices: 0)

To change your order of preference select a choice and click the position in the list you would like to move it to.

No courses selected.

**My Reserves in Order of Preference** (Total Reserves: 0)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

No reserves selected.



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Step 12: Choose ONE subject as a first choice and ONE subject as a reserve from Group A. (a reserve choice for St Teresa Students studying a Level One course is not required).

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Click the title of the subject you want as your first choice (it will turn blue)

Click the 'reserve' next to the subject you want as your back-up choice (it will turn orange)

If you change your mind or have selected the wrong subject, click in the same places and the colours will disappear.

Student Choices - [Name] Plan Status Design

Save Show Notes Hide Notes

Personal Details

Mainstream

St. Mary, St. Michael, St. Paul, St. Peter, St. Rose

Choose one 1st Choice and 1 Reserve Choice from both Blocks A and B.

We would recommend students opt for a balanced Level 2 curriculum giving them access to a wide range of pathways after GCSE.

If your child finds academic work challenging and is in set Y3 for English and / or Maths, they may also wish to consider a blended programme, studying a Level 2 qualification in either Group A or B, plus a Level 1 in Public Services or Hospitality.

**Group A**

You have chosen 1 of 1 courses and 1 of 1 reserves from this list

Computer GCSE 9 - 1 Full Course	Reserve	<b>French GCSE 9 - 1 Full Course</b>	Reserve	Geography GCSE 9 - 1 Full Course	Reserve
This course is also available in Group B					
History GCSE 9 - 1 Full Course	Reserve	Latin GCSE 9 - 1 Full Course	Reserve	Public Services BTEC Award Level 1 & 2	Reserve
This course is also available in Group B					
Sociology GCSE 9 - 1 Full Course	Reserve				

**Group B**

You have chosen 0 of 1 courses and 0 of 1 reserves from this list

**My Choices in Order of Preference** (Total Choices: 1)

To change your order of preference select a choice and click the position in the list you would like to move it to.

1	French
	GCSE 9 - 1 Full Course Group A

**My Reserves in Order of Preference** (Total Reserves: 1)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

1	History
	GCSE 9 - 1 Full Course Group A





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Step 13: Choose ONE subject as a first choice and ONE subject as a reserve from Group B (a reserve choice for St Teresa Students studying a Level One course is not required).




Click the title of the subject you want as your first choice (it will turn blue)

Click the 'reserve' next to the subject you want as your back-up choice (it will turn orange)

If you change your mind or have selected the wrong subject, click in the same places and the colours will disappear.

**Group B**

You have chosen 1 of 1  courses and 1 of 1  reserves from this list

<b>Art</b> GCSE 9 - 1 Full Course	Reserve	<b>Engineering</b> BTEC Tech Award Level 1/2	Reserve	<b>Geography</b> GCSE 9 - 1 Full Course 	Reserve
 This course is also available in Group A					
<b>History</b> GCSE 9 - 1 Full Course	Reserve	<b>Hospitality</b> BTEC National Certificate	Reserve	<b>Health &amp; Social Care</b> BTEC Award Level 1 & 2	
 This course is also available in Group A					
<b>Sport Studies</b> Cambridge Nationals Award Level 1 & 2	Reserve				



## Step 14: Order of Preference

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To change order of preference select your choice and click the position in the list you would like to move it to

**My Choices in Order of Preference** (Total Choices: 2)

To change your order of preference select a choice and click the position in the list you would like to move it to.

1

**Geography**  
GCSE 9 - 1 Full Course Group B

2

**French**  
GCSE 9 - 1 Full Course Group A

**My Reserves in Order of Preference** (Total Reserves: 2)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

1

**Engineering**  
BTEC Tech Award Level 1/2 Group B

2

**Latin**  
GCSE 9 - 1 Full Course Group A



## Step 15: Additional Information

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If you have any additional information that you feel is relevant please add it to this section.

▼ Student Comments

Add any comments here



## Step 16: Confirm parent / carer approval

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At the bottom of the page there is a checkbox for Parent/Carer Approval.  
This option is disabled so please ignore.

▼ Student Comments

add any notes as required

▼ Parent/Carer Approval

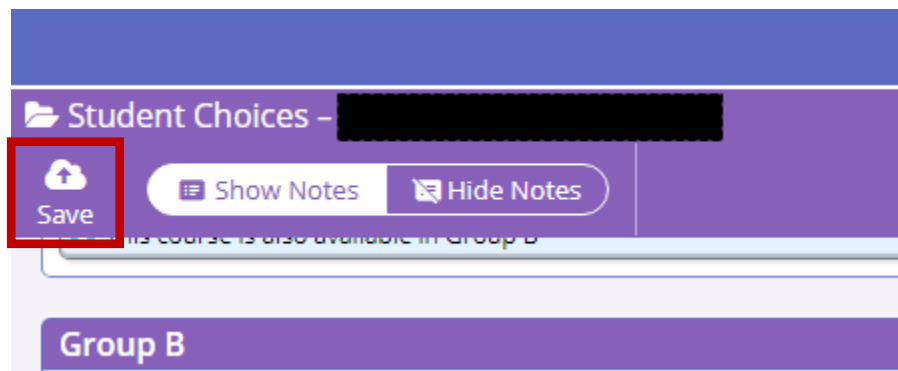
☐ Parent/Carer Approval



## Step 17: Save your child's Options choices

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Click 'save' in the top left hand corner when you have finished making your choices

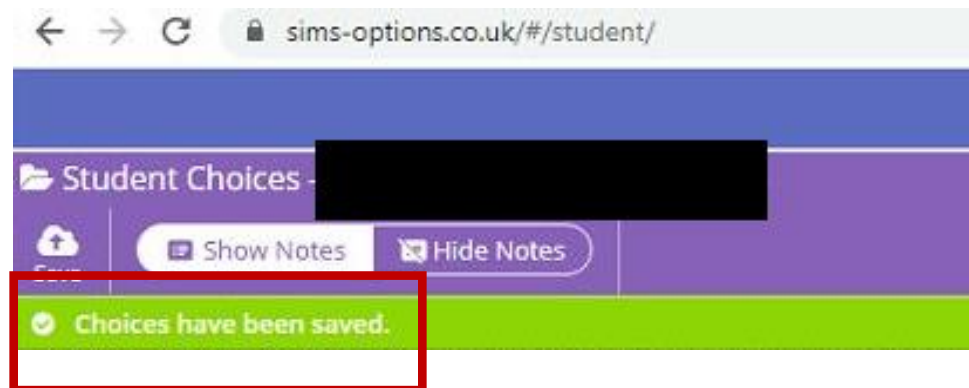




## Step 18: Process complete!

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A green box will appear telling you that the choices have been saved. You can now click the drop-down arrow in the top right hand corner and log out.





## Frequently asked questions

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- **When will Options open and close?** The Options website will be open for you to make these choices as soon as you receive this guide. It will close at midnight on Wednesday 23<sup>rd</sup> March 2022. Your child can make their choices at any time during this window.
- **Where can I find information about the subjects?** You can find the Options booklet online at <https://stjohnfisher.school/wp-content/uploads/2021/03/Options-Booklet-2022-final.pdf>
- **What if my child can't remember their email address or password?** Please call the school and we will assist you, or email [v.walker@stjohnfisher.school](mailto:v.walker@stjohnfisher.school) for out-of-hours queries.
- **What if I miss the deadline?** Anyone who misses the deadline will be contacted by the school by phone after Thursday 24<sup>th</sup> March 2022
- **What if my child changes their mind?** You can log in and change their Options choices as many times as you like while the Options window is open. Once the window is closed, you will need to contact MissWalker [v.walker@stjohnfisher.school](mailto:v.walker@stjohnfisher.school), to discuss this. If your child changes their mind after the deadline, we will be less likely to accommodate their first preferences.