

How to Use SIMS Options Online for Ferndown Upper School

Step 1 – Receiving Your Invitation

You will soon receive an email to the primary contact email address we have for your child from noreply@sims.co.uk titled “Ferndown Upper School – SIMS Online Services Invite”, which will look something like the screenshot below:

Hi

You're invited to start using SIMS Parent to manage your child's personal details at Ferndown Upper School. If enabled by the school, you can also view child's attendance, school reports, homework assignments and more.

Simply accept this invitation and register within 90 days.



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:

Once you've registered you can sign in using your web browser at www.sims-parent.co.uk.

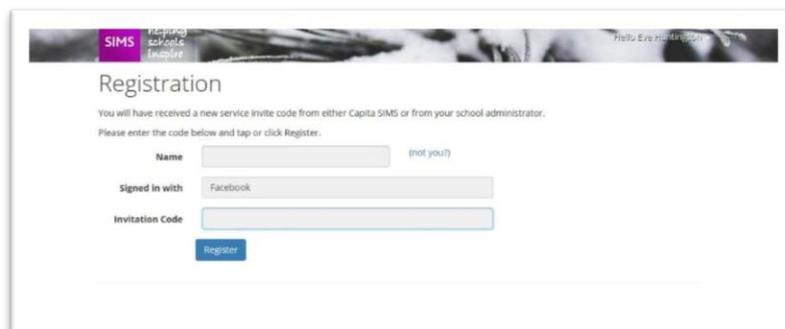
You can also use the app for convenience when you're out and about.

Step 2 – Setting Up Your Account

Click on the link at the top of the email that says “click this link”. This will ask you to login. You can sign in with your own personal Office 365/Microsoft/Hotmail, Twitter, Facebook or Google/Gmail account. The only one that will not work is the SIMS ID option, which may appear above the Twitter icon.



The first screen will be where your details are confirmed (your name and invite code will show here automatically): On the second screen you will be asked to confirm your child's date of birth for authentication purposes:



Step 3 – Signing In

Please note, you only have to enter the invite code once for the process to work. For subsequent logins, simply go to the website www.sims-options.co.uk. Simply sign in with the online service you used when you set your account up (e.g. Facebook).

Step 4 – Making Options 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:

The screenshot shows the 'Student Choices' interface. At the top, there is a purple header with a 'Save' button. Below the header, a message reads: 'Please select 1 choice from each block and 2 reserve choices from any block.' A table with four columns (Block A, Block B, Block C, Block D) lists various subjects. Below the table, a progress indicator shows '4 of 4' courses and '2 of 2' reserves. A list of subject options is displayed, each with a 'Reserve' button. A blue callout box with an arrow points to the 'Geography' option, which is highlighted in blue in the list. The text in the callout box reads: 'CLICKING/OPTING FOR A SUBJECT MAKES IT BLUE'.

Block A	Block B	Block C	Block D
History	PE	Geography	Health & Fitness
Art & Design	Art & Design	Design Technology	Philosophy & Ethics
Drama	Design Technology	Textiles	Statistics
Photography	History	Music	Events Management
French	Media Studies	Photography	
Geography	Geography	Spanish	
Health & Social	Food & Nutrition	Media Studies Vocational	
Spanish	Computing	Business Studies	
Business Studies Vocational		Computing Vocational	

You have chosen 4 of 4 courses and 2 of 2 reserves from the list.

Art & Design GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve
Business Vocational GCSE 9 - 1 Full Course	Reserve	Computing BTEC GCSE 9 - 1 Full Course	Reserve
Computer Science GCSE 9 - 1 Full Course	Reserve	Drama GCSE 9 - 1 Full Course	Reserve
CDT(Technology) GCSE 9 - 1 Full Course	Reserve	Events Management GCSE 9 - 1 Full Course	Reserve
Ethics & Philosophy GCSE 9 - 1 Full Course	Reserve	Food & Nutrition GCSE 9 - 1 Full Course	Reserve
French GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course Choice	Reserve
Health & Fitness GCSE 9 - 1 Full Course	Reserve	History GCSE 9 - 1 Full Course	Reserve
Health & S C GCSE 9 - 1 Full Course	Reserve	Media Studies BTEC GCSE 9 - 1 Full Course	Reserve
Media Studies GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve

INSTRUCTIONS CONTINUE ON TO NEXT PAGE

Step 5 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choices. To do this, click on the “Reserve” button beside the subject(s) you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”:

The screenshot shows two sections: 'Preference' and 'My Reserves in Order of Preference'. The 'Preference' section lists four subjects: Photography, PE, Events Management, and Geography. The 'My Reserves' section lists two subjects: CDT(Technology) and Business Studies. Two callout boxes provide instructions: a blue box points to the first preference (Photography) stating it's a main option, and a yellow box points to the first reserve (CDT) stating it's a reserve option.

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

- 1 Photography
GCSE 9 - 1 Full Course Option Choices
- 2 PE
GCSE 9 - 1 Full Course Option Choices
- 3 Events Management
GCSE 9 - 1 Full Course Option Choices
- 4 Geography
GCSE 9 - 1 Full Course Option Choices

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 CDT(Technology)
GCSE 9 - 1 Full Course Option Choices
- 2 Business Studies
GCSE 9 - 1 Full Course Option Choices

These are your MAIN Options or FIRST PREFERENCES. We will prioritise these choices for your child and try and match as many as possible.

These are your RESERVE options. If we can't meet all your first preferences we will try and ensure that your child gets a reserve subject option instead.

Step 6 – Adjusting Orders 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 (e.g. see History being moved below):

The three screenshots show the 'My Choices in Order of Preference' list. In the first, 'History' is second. In the second, 'History' is highlighted with a green box and a 'Click to move History here.' link. In the third, 'History' has moved to the top position.

My Choices in Order of Preference (Total Choices: 4)
To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 BStudies
GCSE 9 - 1 Full Course Humanities and Business
- 2 History
GCSE 9 - 1 Full Course Humanities and Business
- 3 Art
GCSE 9 - 1 Full Course Arts and Computing
- 4 Music
GCSE 9 - 1 Full Course Arts and Computing

My Choices in Order of Preference (Total Choices: 4)
To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 History
GCSE 9 - 1 Full Course Humanities and Business
- 2 BStudies
GCSE 9 - 1 Full Course Humanities and Business
- 3 Art
GCSE 9 - 1 Full Course Arts and Computing
- 4 Music
GCSE 9 - 1 Full Course Arts and Computing

1. Click on History

2. Click on the green box for the new position for History, in this case top.

3. The new order of preference will be displayed, showing History on top.

Step 7 – Saving Your 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 do not need to tick the Parental consent box as you are already logged in as a parent.

