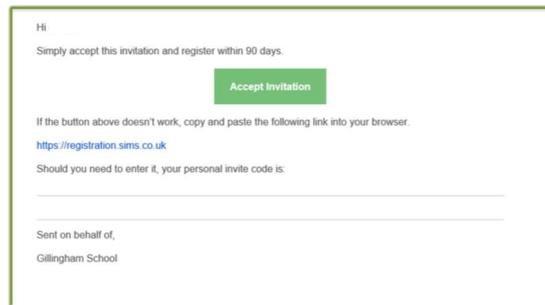


How do I activate an account?

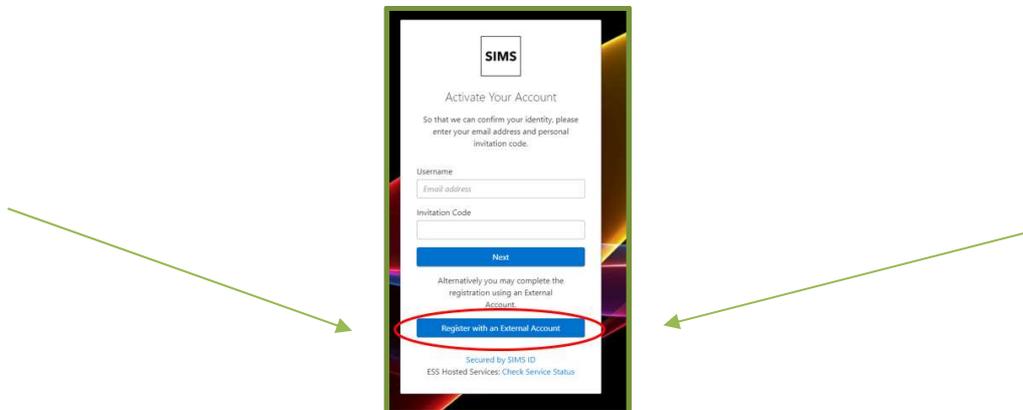
This guide is to help students complete their options online, so that the school can allocate class places and build timetables for the upcoming school year. Your school email account can be accessed from any computer by going to <https://mail.gillingham-dorset.co.uk/owa> and signing in with your school username and password.

1. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Option Online Services account. If you have not yet received a registration email, please check your SPAM folder before contacting school.

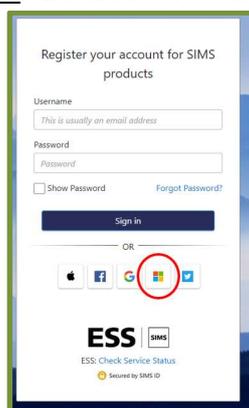


2. Click  within the activation email sent by noreply@sims.co.uk as illustrated above.

3. When you see the screen below **CLICK REGISTER WITH AN EXTERNAL ACCOUNT**



4. On the next screen select the Microsoft icon. **DO NOT** select any other icon.



- Having selected the Microsoft icon, follow the on-screen registration process. Add in your unique invitation code – which is on the invitation email and click Register.

SIMS

Registration

You will have received a new service invite code from either SIMS or from your school administrator. Please enter the code below and tap or click Register.

Name (not you?)

Signed in with

Invitation Code

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- You will then need to answer the Security Question – please complete in the format requested. Click Verify.

SIMS

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)

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- On the next screen - sign in with your school username and password.

- The options form should then appear, similar to the following:

If this does not appear and you are left with a blank page please allow a few minutes for it to load.

Year 9 Options

You have chosen 0 of 5 courses and 0 of 2 reserves from this list

Art GCSE 9-1 Full Course	Reserve	Business Studies GCSE 9-1 Full Course	Reserve	Computer Studies GCSE 9-1 Full Course	Reserve
Drama GCSE 9-1 Full Course	Reserve	Digital Applications VTCT L2 Certificate	Reserve	Electronics GCSE 9-1 Full Course	Reserve
Food Technology GCSE 9-1 Full Course	Reserve	French GCSE 9-1 Full Course	Reserve	German GCSE 9-1 Full Course	Reserve
Geography GCSE 9-1 Full Course	Reserve	History GCSE 9-1 Full Course	Reserve	Media Studies GCSE 9-1 Full Course	Reserve
Music GCSE 9-1 Full Course	Reserve	Product Design GCSE 9-1 Full Course	Reserve	Physical Education BTEC Award Level 1 & 2	Reserve
Photography GCSE 9-1 Full Course	Reserve	Psychology GCSE 9-1 Full Course	Reserve	Spanish GCSE 9-1 Full Course	Reserve
Textiles GCSE 9-1 Full Course	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.

Student Comments

- Select your chosen subjects and 2 reserve options. Once you have completed all the main and reserve options, 2 green ticks will be shown above your options as follow:

You have chosen 5 of 5 courses and 2 of 2 reserves from this list

Ensure your choices are complete and click save (top left cloud), then sign out.



Once the registration process is complete, students should only use this link <https://www.sims-options.co.uk> to sign back in to make any changes. Selecting the Microsoft icon and inputting their user name and password when prompted.