

Options 2024-2026

At Thamesmead we have been using an online platform for students to submit their option choices for a number of years. Students will be following this guide in their Tutor Group at Tutor Time between Wed 21st Feb and Fri 1st Mar.

Step One: Activate your SIMS Online Account

You will need to log into your School Email (this email will be sent to you on Wednesday 21st February).

1. ***Sign into your Office 365 Account***

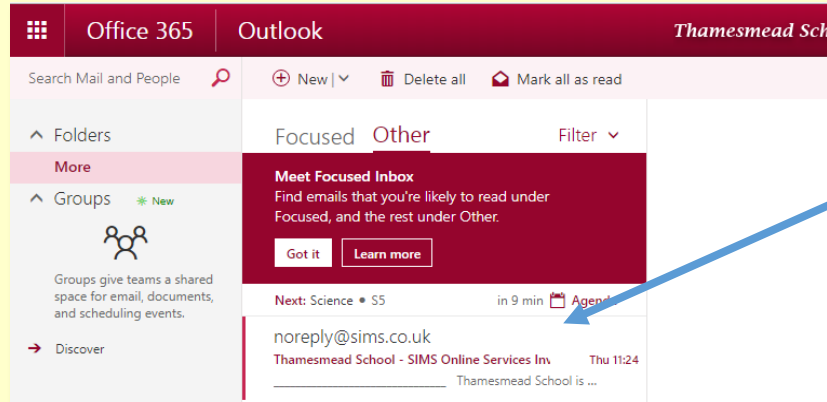
[your user number]@thamesmead.surrey.sch.uk

The password is your usual Network Password

2. Open your Outlook Email

Your will have an email in your in box from:

‘noreply@SIMS.CO.UK’



Double click the email to open.

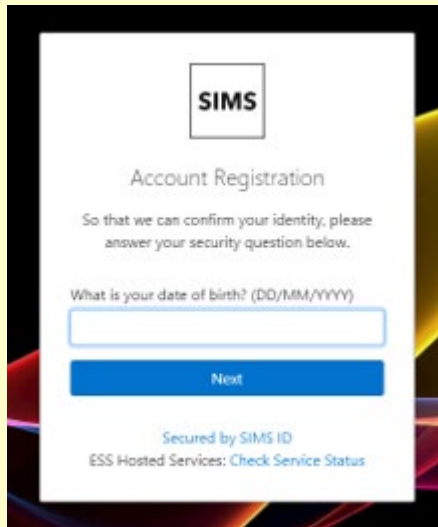
Next click the green
‘Accept Invitation’
link within the email to reach this screen.

Enter your school email address (this is
your User Name).
Then click ‘Next’.

**(DO NOT CLICK ON
THE INVITATION CODE)**

A screenshot of the SIMS 'Activate Your Account' screen. At the top is the SIMS logo. Below it, the text reads 'Activate Your Account' and 'So that we can confirm your identity, please enter your email address and personal invitation code.' There are two input fields: 'Username' with a placeholder 'Email address' and 'Invitation Code' with a placeholder 'Your personal invitation code will appear here.' Below these fields is a blue 'Next' button. Further down, there is a link 'Register with an External Account' and a footer that says 'Secured by SIMS ID' and 'ESS Hosted Services: Check Service Status'. A blue arrow points from the text 'Enter your school email address' to the 'Username' field. A red arrow points from the text '(DO NOT CLICK ON THE INVITATION CODE)' to the 'Invitation Code' field.

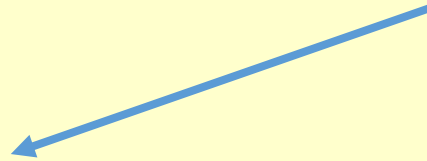
• Account Registration



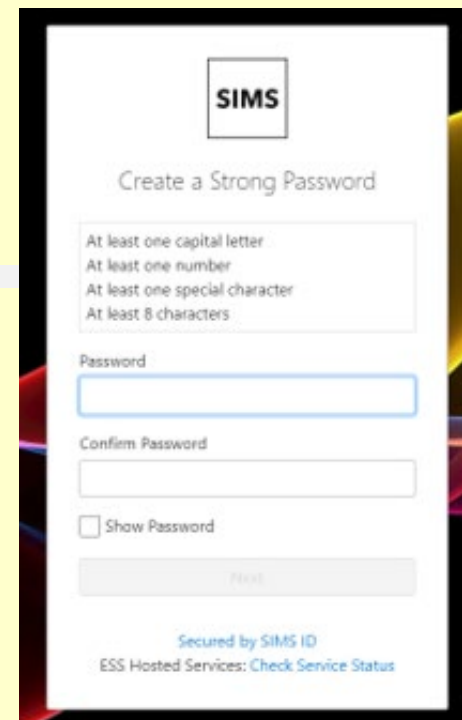
The image shows a screenshot of the SIMS Account Registration page. At the top is the SIMS logo. Below it, the title 'Account Registration' is displayed. A message reads: 'So that we can confirm your identity, please answer your security question below.' The main question is 'What is your date of birth? (DD/MM/YYYY)'. There is a text input field for the date, a blue 'Next' button, and a footer with 'Secured by SIMS ID' and 'ESS Hosted Services: Check Service Status'.

Enter your Birth Date in the format indicated:

(dd/mm/yyyy)



Create a Strong Password



The image shows a screenshot of the SIMS 'Create a Strong Password' page. At the top is the SIMS logo. Below it, the title 'Create a Strong Password' is displayed. A list of requirements is shown in a box: 'At least one capital letter', 'At least one number', 'At least one special character', and 'At least 8 characters'. Below this are two text input fields for 'Password' and 'Confirm Password'. There is a 'Show Password' checkbox and a greyed-out 'Next' button. The footer contains 'Secured by SIMS ID' and 'ESS Hosted Services: Check Service Status'.



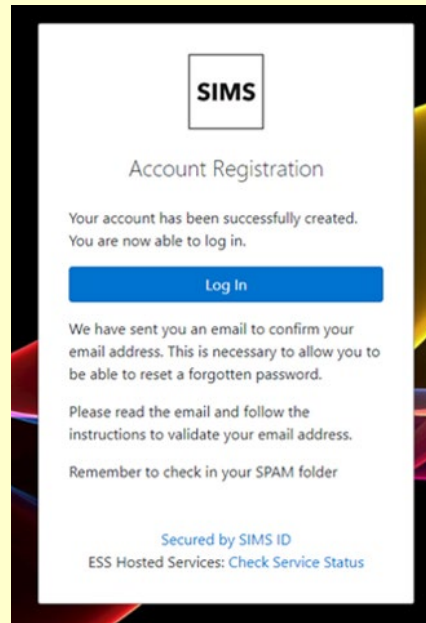
Please make the password something you will remember or make a note of it somewhere secure.

• Account Registration Complete

Next

You will receive this message when you have successfully registered for SIMS Options.

The link in this email will go live on Monday 4th March



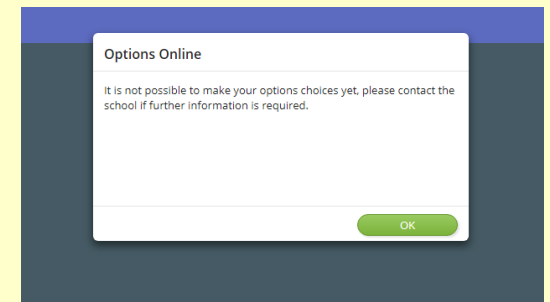
Then

You will then receive an email from:

'noreply@simssid.co.uk'

Keep this new email until you are ready to enter your options choices. If you use the link contain in the email before Mon 4th March you will receive the message below.

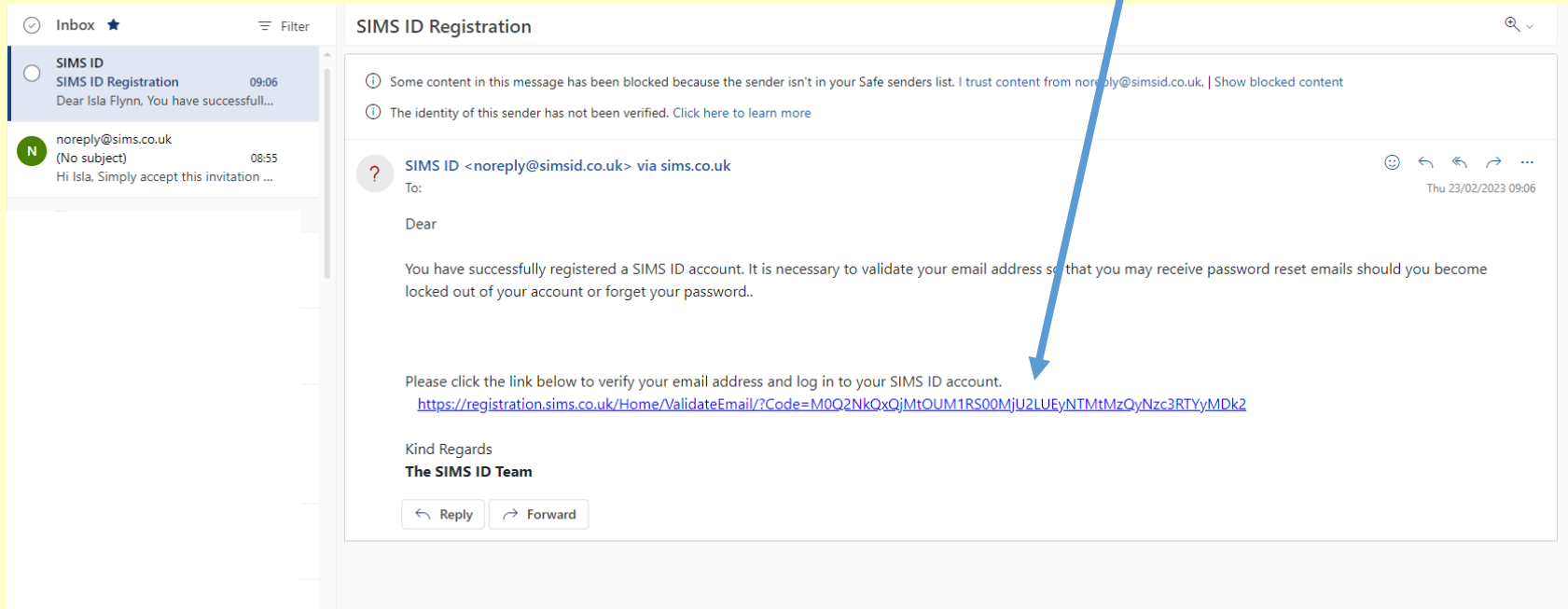
The SIMS Options link is live from Monday 4th to Wednesday 13th March



- When Sims Online is live (Mon 4th – Wed 13th March)

Open the email from:
'SIMS ID' with a subject of SIMS ID Registration

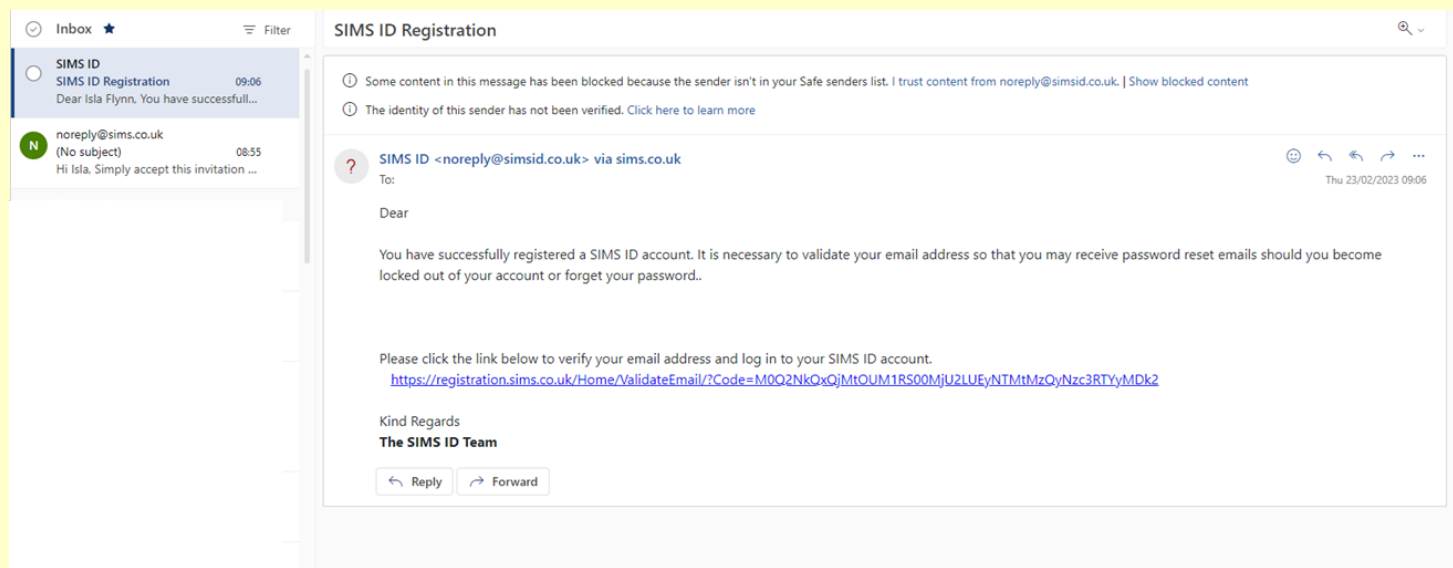
- In the email click on the link to verify your email.



- **Remember - you will sign in with your school email and the password you created.**

- When Sims Online is live (Mon 4th – Wed 13th March)
- If you cannot find the email

You can also sign in using the this link [Sign in to SIMS Student](#)



Entering your Option Choices (from Mon 4th – Wed 13th March)

- Read the instruction that appear at the top of the page.
- Enter your choices by clicking on the subject's name– the subject will then appear in blue. The panel on the right of the screen will indicate your order of preference.
- **It is essential that you make your choices in order of preference.**

2023 Options

You have chosen 3 of 3 courses and 1 of 1 reserves from this list

Art GCSE 9 - 1 Full Course	Reserve	Business and Enterprise Level 1/2 Certificate	Reserve	Computer Science & IT GCSE 9 - 1 Full Course	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	Design Tec GCSE Full Course	Reserve	Food & Nutrition GCSE 9 - 1 Full Course	Reserve
French GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve	History GCSE 9 - 1 Full Course	Reserve
Music GCSE 9 - 1 Full Course	Reserve	P.E. GCSE 9 - 1 Full Course	Reserve	Triple science GCSE 9 - 1 Full Course	Reserve
Spanish GCSE 9 - 1 Full Course	Reserve	BTEC First Award in Sport BTEC Award Level 1 & 2	Reserve		

My Choices in Order of Preference (Total Choices: 3)

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

- 1 Spanish GCSE 9 - 1 Full Course 2023 Options
- 2 Geography GCSE 9 - 1 Full Course 2023 Options
- 3 Drama GCSE 9 - 1 Full Course 2023 Options

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 2023 Options

- Clicking on the word 'Reserve' next to the subject – will display the reserved subject in orange.

(We do not enable the Parent/Carer approval check box as this logistically proves very difficult with parent/carers additional verification required. Unfortunately there is no way to prevent this check box appearing on the form.)