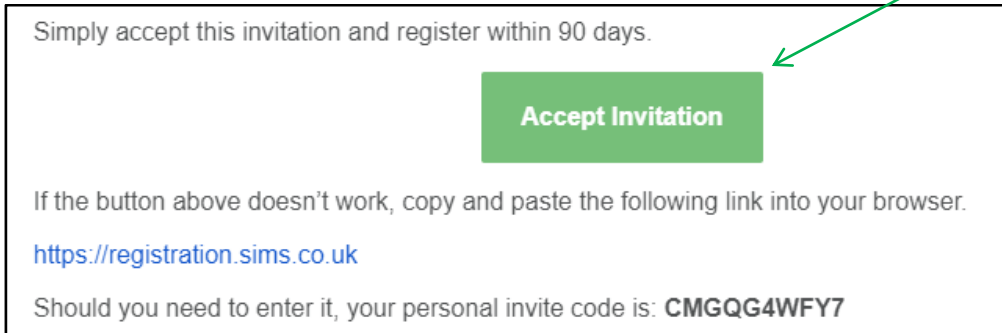
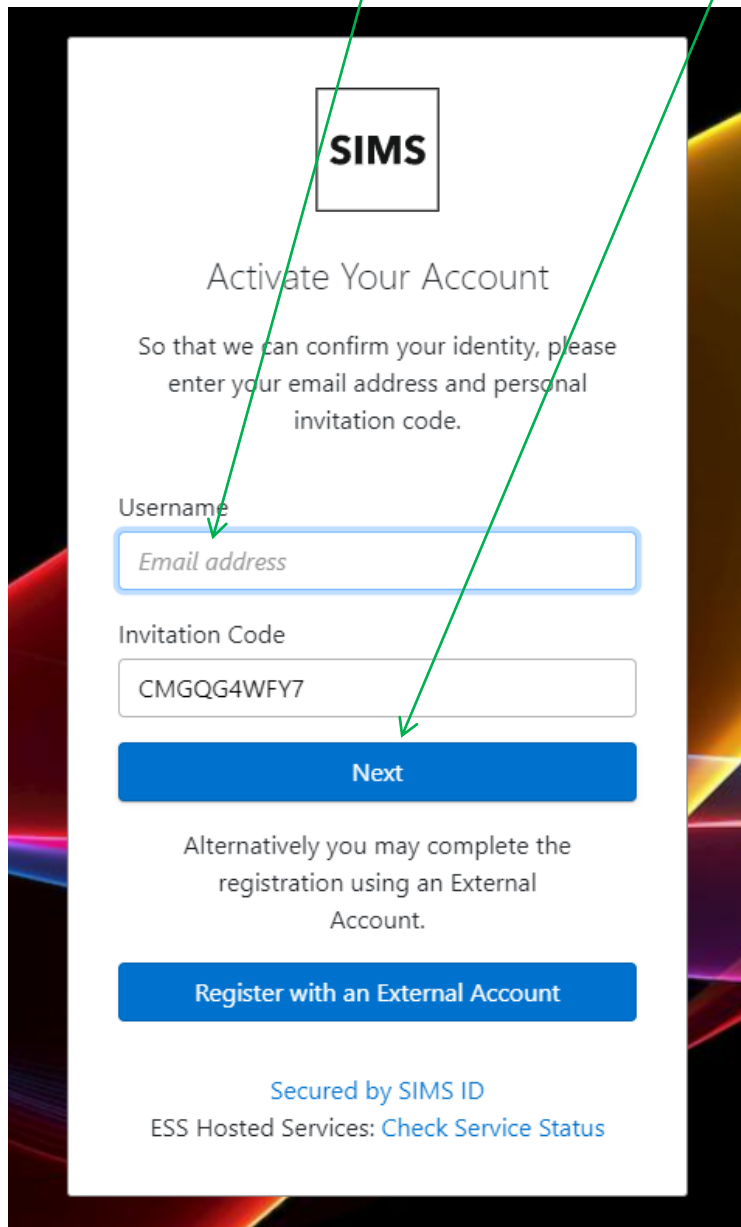


Parents' Options Online - How to Register Guide

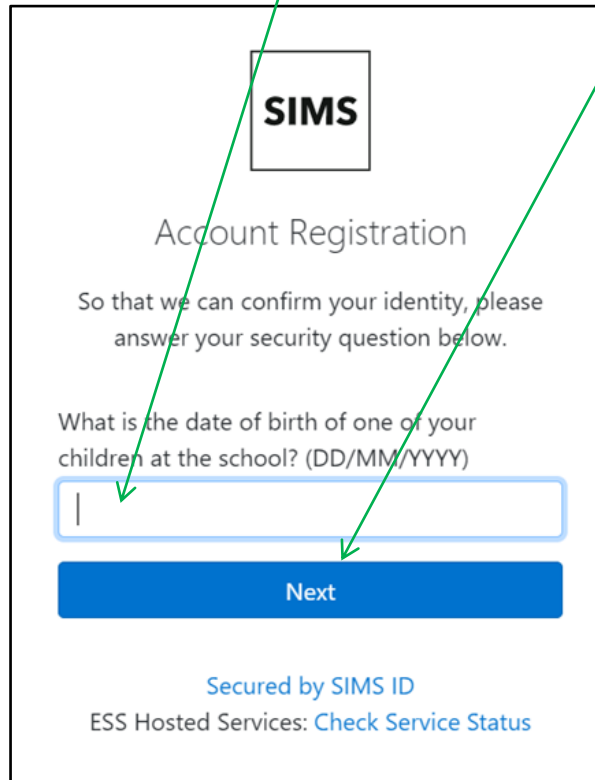
1. You will receive an email as shown below. Please click on the 'Accept Invitation' link.



2. You will then be taken to the webpage as shown below. Please ensure you enter the same email address as the 'Username' and then click on 'Next'.

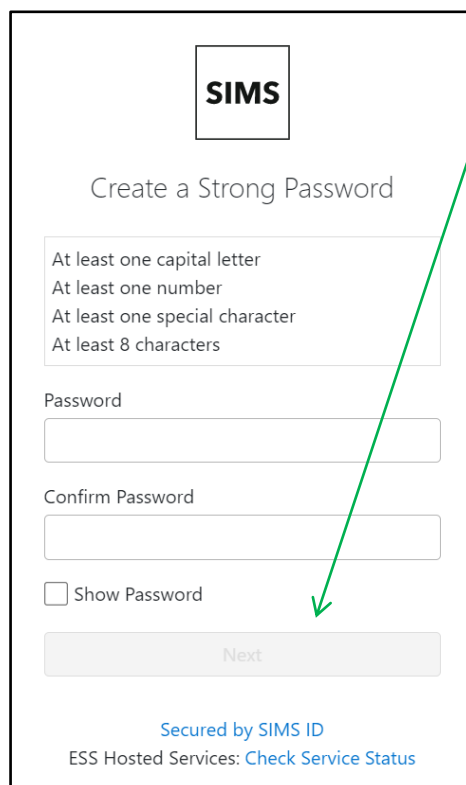


3. You will then be taken to the webpage as shown below. Please enter the date of birth of your child in the format as DD/MM/YYYY and then click on 'Next'.



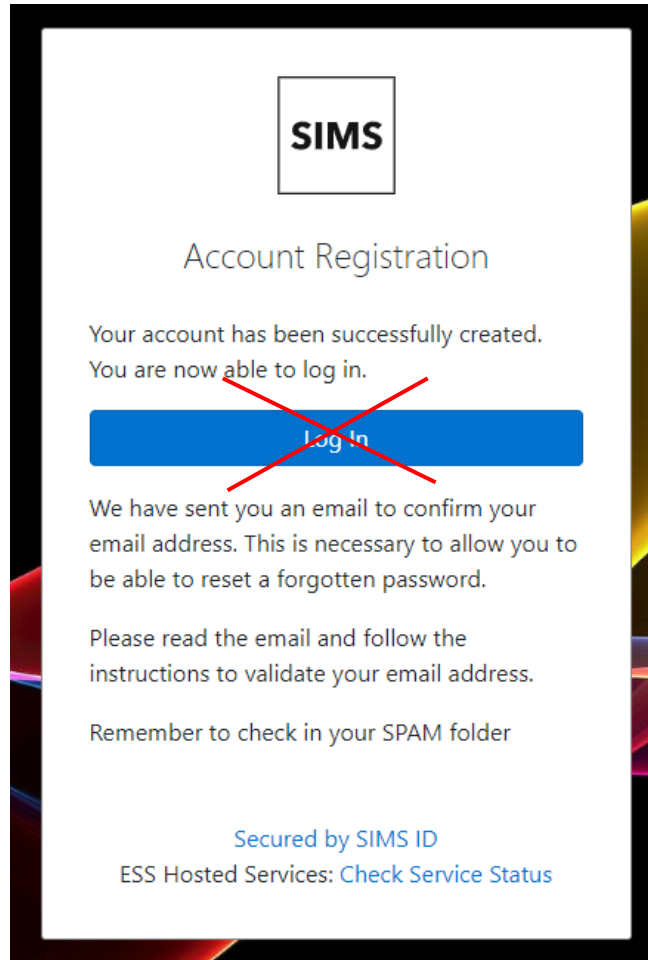
The screenshot shows the SIMS Account Registration page. At the top is the SIMS logo. Below it is the heading "Account Registration" and a sub-heading "So that we can confirm your identity, please answer your security question below." The main question is "What is the date of birth of one of your children at the school? (DD/MM/YYYY)". There is a text input field with a vertical cursor. Below the input field is a blue "Next" button. At the bottom, it says "Secured by SIMS ID" and "ESS Hosted Services: [Check Service Status](#)". Two green arrows point from the text in step 3 to the input field and the "Next" button.

4. You will then be taken to the webpage as shown below. Please create a password in both boxes following the password specification instructions and then click on 'Next'.

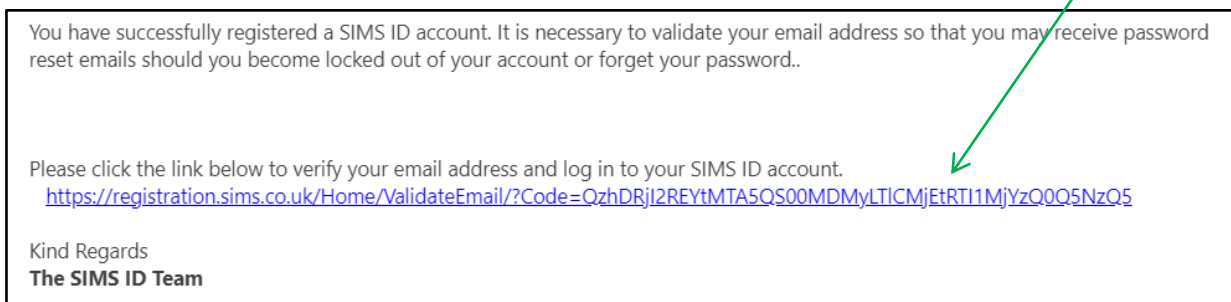


The screenshot shows the SIMS "Create a Strong Password" page. At the top is the SIMS logo. Below it is the heading "Create a Strong Password". A box contains the password requirements: "At least one capital letter", "At least one number", "At least one special character", and "At least 8 characters". Below this are two text input fields labeled "Password" and "Confirm Password". There is a checkbox labeled "Show Password" which is currently unchecked. Below the input fields is a grey "Next" button. At the bottom, it says "Secured by SIMS ID" and "ESS Hosted Services: [Check Service Status](#)". A green arrow points from the text in step 4 to the "Next" button.

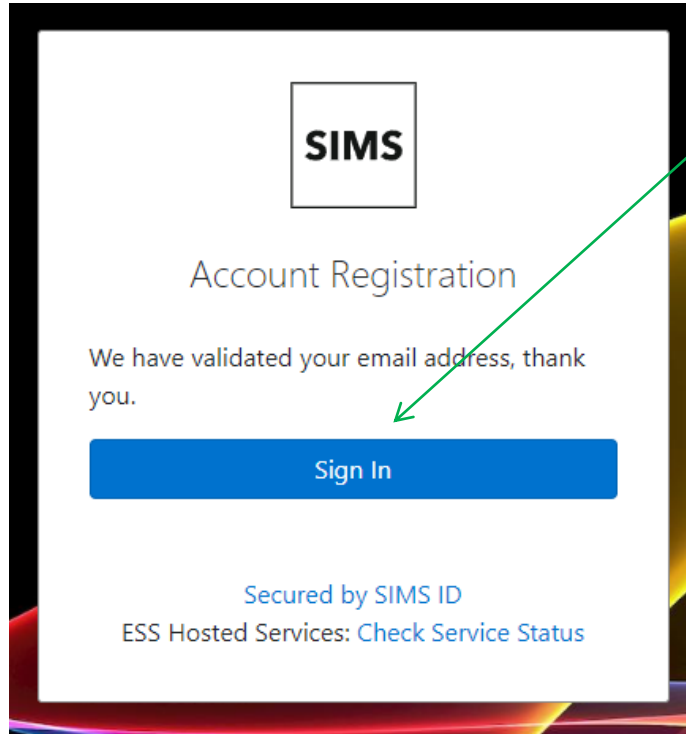
5. You will then be taken to the webpage as shown below. **Please close this screen and go back into your personal email inbox.** Do not click on the 'Log In' button.



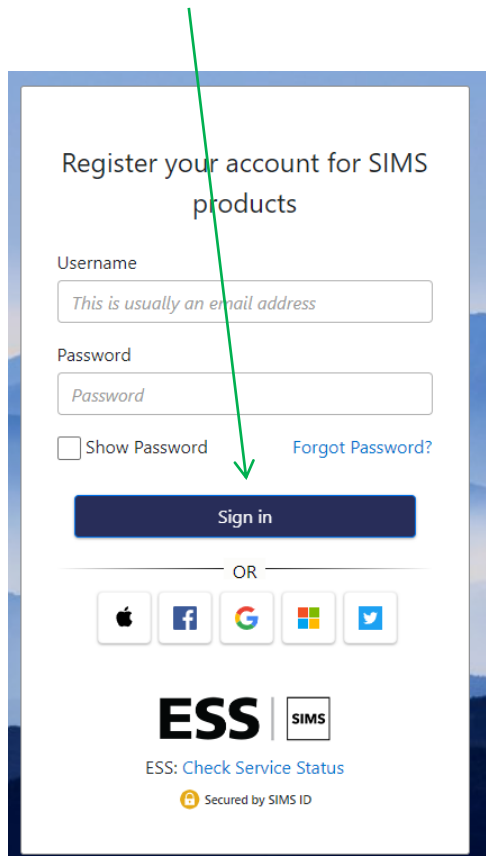
6. In your email inbox, you will receive an email as shown below. Please click on the link to verify your email address.



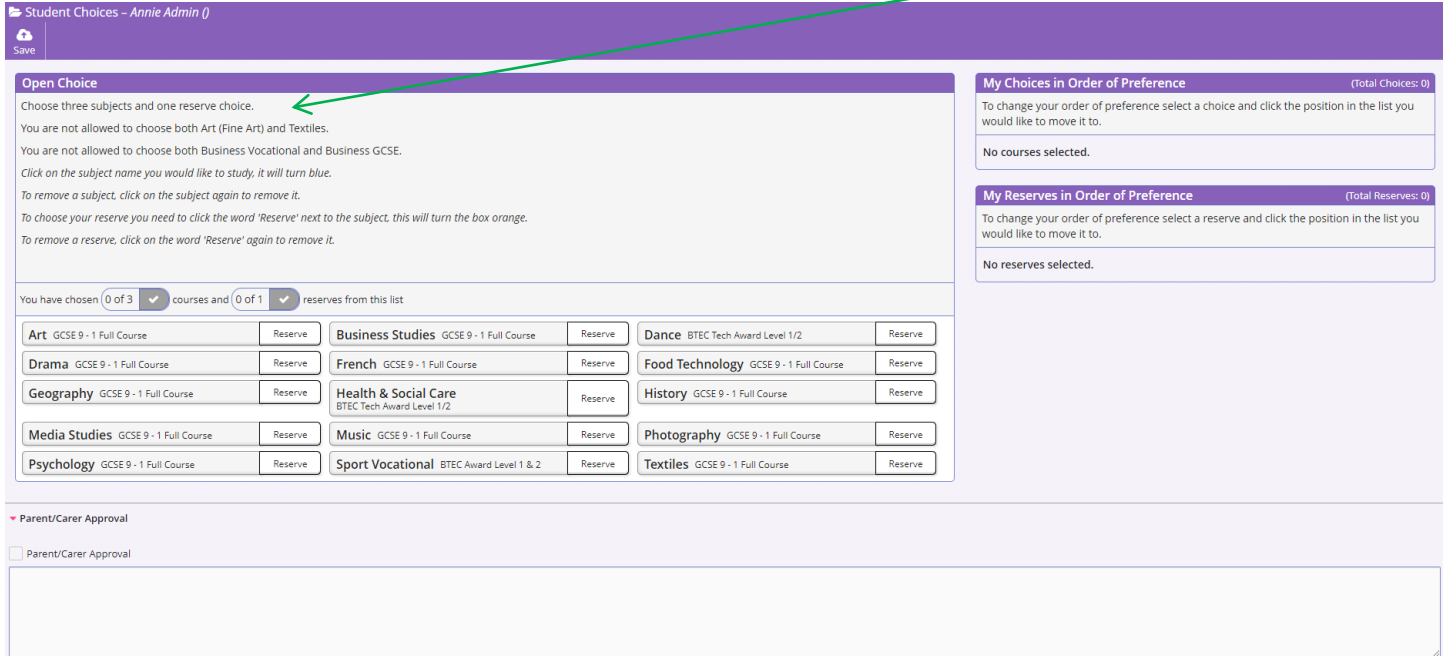
7. You will then be taken to the webpage as shown below. Please click on 'Sign In'.



8. You will then be taken to the webpage below. Please enter the email address you registered with and the password you created and click on 'Sign in'. *You will not be registering for any other SIMS products.*



9. You should now be able to see the Student Choices screen for your child. Follow the instructions on screen to select your child’s main and reserve option choices



Student Choices – Annie Admin ()

Save

Open Choice

Choose three subjects and one reserve choice.
 You are not allowed to choose both Art (Fine Art) and Textiles.
 You are not allowed to choose both Business Vocational and Business GCSE.
 Click on the subject name you would like to study, it will turn blue.
 To remove a subject, click on the subject again to remove it.
 To choose your reserve you need to click the word 'Reserve' next to the subject, this will turn the box orange.
 To remove a reserve, click on the word 'Reserve' again to remove it.

You have chosen 0 of 3 courses and 0 of 1 reserves from this list

Art GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve	Dance BTEC Tech Award Level 1/2	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	French GCSE 9 - 1 Full Course	Reserve	Food Technology GCSE 9 - 1 Full Course	Reserve
Geography GCSE 9 - 1 Full Course	Reserve	Health & Social Care BTEC Tech Award Level 1/2	Reserve	History GCSE 9 - 1 Full Course	Reserve
Media Studies GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve	Photography GCSE 9 - 1 Full Course	Reserve
Psychology GCSE 9 - 1 Full Course	Reserve	Sport Vocational BTEC Award Level 1 & 2	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.

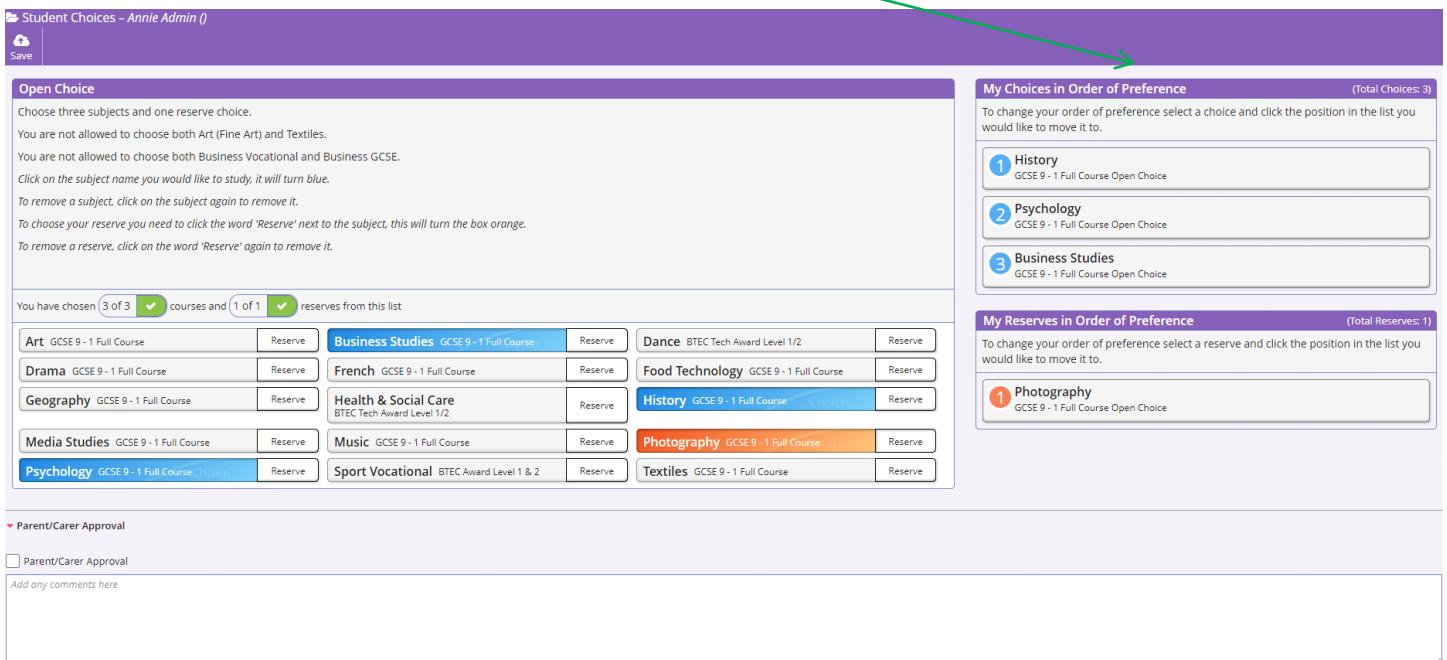
My Reserves in Order of Preference (Total Reserves: 0)
 To change your order of preference select a reserve and click the position in the list you would like to move it to.
 No reserves selected.

Parent/Carer Approval

Parent/Carer Approval

Click on the subject name that you would like your child to study and it will turn blue.
 To remove a subject choice, click on the subject name again and it will be removed.
 To choose the reserve option, click on the 'Reserve' button next to the subject. It will turn orange.
 To remove the reserve option, click again on the 'Reserve' button and it will be removed.

The options will be listed on the right hand side.
 Follow the instructions if you wish to change the order of preference.



Student Choices – Annie Admin ()

Save

Open Choice

Choose three subjects and one reserve choice.
 You are not allowed to choose both Art (Fine Art) and Textiles.
 You are not allowed to choose both Business Vocational and Business GCSE.
 Click on the subject name you would like to study, it will turn blue.
 To remove a subject, click on the subject again to remove it.
 To choose your reserve you need to click the word 'Reserve' next to the subject, this will turn the box orange.
 To remove a reserve, click on the word 'Reserve' again to remove it.

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

Art GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve	Dance BTEC Tech Award Level 1/2	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	French GCSE 9 - 1 Full Course	Reserve	Food Technology GCSE 9 - 1 Full Course	Reserve
Geography GCSE 9 - 1 Full Course	Reserve	Health & Social Care BTEC Tech Award Level 1/2	Reserve	History GCSE 9 - 1 Full Course	Reserve
Media Studies GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve	Photography GCSE 9 - 1 Full Course	Reserve
Psychology GCSE 9 - 1 Full Course	Reserve	Sport Vocational BTEC Award Level 1 & 2	Reserve	Textiles GCSE 9 - 1 Full Course	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.

- History GCSE 9 - 1 Full Course Open Choice
- Psychology GCSE 9 - 1 Full Course Open Choice
- Business Studies GCSE 9 - 1 Full Course Open Choice

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.

- Photography GCSE 9 - 1 Full Course Open Choice

Parent/Carer Approval

Parent/Carer Approval

Add any comments here

10. Once all options have been chosen, please click on the 'Parent/Carer Approval' box;

Student Choices – Annie Admin ()

Save

Approval has been saved.

Open Choice

Choose three subjects and one reserve choice.

You are not allowed to choose both Art (Fine Art) and Textiles.

You are not allowed to choose both Business Vocational and Business GCSE.

Click on the subject name you would like to study, it will turn blue.

To remove a subject, click on the subject again to remove it.

To choose your reserve you need to click the word 'Reserve' next to the subject, this will turn the box orange.

To remove a reserve, click on the word 'Reserve' again to remove it.

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

Art GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve	Dance BTEC Tech Award Level 1/2	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	French GCSE 9 - 1 Full Course	Reserve	Food Technology GCSE 9 - 1 Full Course	Reserve
Geography GCSE 9 - 1 Full Course	Reserve	Health & Social Care BTEC Tech Award Level 1/2	Reserve	History GCSE 9 - 1 Full Course	Reserve
Media Studies GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve	Photography GCSE 9 - 1 Full Course	Reserve
Psychology GCSE 9 - 1 Full Course	Reserve	Sport Vocational BTEC Award Level 1 & 2	Reserve	Textiles GCSE 9 - 1 Full Course	Reserve

Parent/Carer Approval

Parent/Carer Approval

Add any comments here

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.

- History GCSE 9 - 1 Full Course Open Choice
- Psychology GCSE 9 - 1 Full Course Open Choice
- Business Studies GCSE 9 - 1 Full Course Open Choice

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.

- Photography GCSE 9 - 1 Full Course Open Choice

11. Please then click on the 'Save' button to save your choices. These will then be reviewed by Corby Business Academy.

Student Choices – Annie Admin ()

Save

Open Choice

Choose three subjects and one reserve choice.

You are not allowed to choose both Art (Fine Art) and Textiles.

You are not allowed to choose both Business Vocational and Business GCSE.

Click on the subject name you would like to study, it will turn blue.

To remove a subject, click on the subject again to remove it.

To choose your reserve you need to click the word 'Reserve' next to the subject, this will turn the box orange.

To remove a reserve, click on the word 'Reserve' again to remove it.

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

Art GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve	Dance BTEC Tech Award Level 1/2	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	French GCSE 9 - 1 Full Course	Reserve	Food Technology GCSE 9 - 1 Full Course	Reserve
Geography GCSE 9 - 1 Full Course	Reserve	Health & Social Care BTEC Tech Award Level 1/2	Reserve	History GCSE 9 - 1 Full Course	Reserve
Media Studies GCSE 9 - 1 Full Course	Reserve	Music GCSE 9 - 1 Full Course	Reserve	Photography GCSE 9 - 1 Full Course	Reserve
Psychology GCSE 9 - 1 Full Course	Reserve	Sport Vocational BTEC Award Level 1 & 2	Reserve	Textiles GCSE 9 - 1 Full Course	Reserve

Parent/Carer Approval

Parent/Carer Approval

Add any comments here

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.

- History GCSE 9 - 1 Full Course Open Choice
- Psychology GCSE 9 - 1 Full Course Open Choice
- Business Studies GCSE 9 - 1 Full Course Open Choice

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.

- Photography GCSE 9 - 1 Full Course Open Choice