



Christleton High School

To all Year 9 Students

2nd February 2021

Year 9 Options: *How to use SIMS to make your choices*

We are trialling a new process this year for students to make their options choices using an online facility, which links through to our SIMS system in school. Invitations to students will be sent out to their school email addresses by **Thursday 4th February**. If you do not receive a registration email, please check your junk folder before contacting school.

Registering


1. Follow the link in the email to be directed to the 'Sign in' page. Students **MUST** select the 'Sign in with Microsoft' option, which is shown by the four coloured squares.
Students must NOT select the Facebook/Twitter/Google options.
Students will then need to enter their school email address and password. Their email address will be in the format; username@christletonhigh.co.uk

Sign in to SIMS Options



Capita SIMS

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

 Secured by SIMS ID

2. For verification purposes students should enter their date of birth and then click 'Verify'.

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)

Please enter your answer

Verify

3. Once the registration process is complete, users can sign in via the following URL:
SIMS OPTIONS: <https://www.sims-options.co.uk/#/>
Click the four coloured squares (as above) and sign in.

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Telephone: 01244 335843 Fax: 01244 332173 Email: enquiries@christletonhigh.co.uk www.christletonhigh.co.uk
Headteacher: Mr. D. P. Jones

Choosing your options

1. All the instructions and some helpful links to videos can be found within the options form.

3 Free Choices plus a reserve

Please select **3 choices** and **one reserve** from the list. Further guidance on how to do this can be found [here](#)

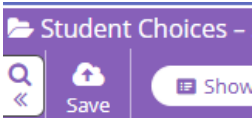
You have chosen 1 of 3 courses and 1 of 1 reserves from this list

Art GCSE 9 - 1 Full Course	Reserve	Business Studies GCSE 9 - 1 Full Course	Reserve	Business/Enterprise BTEC BTEC Tech Award Level 1/2	Reserve
Computer Science GCSE 9 - 1 Full Course	Reserve	DT Product Design GCSE 9 - 1 Full Course	Reserve	Food and Nutrition GCSE 9 - 1 Full Course	Reserve
... GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve	German GCSE 9 - 1 Full Course	Reserve
... GCSE 9 - 1 Full Course	Reserve	History GCSE 9 - 1 Full Course	Reserve	ICT BTEC Tech Award Level 1/2	Reserve
... Award Level 1 & 2	Reserve	Music GCSE 9 - 1 Full Course	Reserve	Performing Arts AQA Technicals Level 2 Award	Reserve
... Award Level 1 & 2	Reserve	RS GCSE 9 - 1 Full Course	Reserve	Spanish GCSE 9 - 1 Full Course	Reserve

Click on the subject name to select it as a main choice, this turns it blue

Click on reserve to select it as a reserve, this turns it orange

Your choices are listed on the right hand side for you to check.

2. When you are happy with your choices click save in the  top left.

3. You can log back in and change this up until the options deadline of **9.00am on Monday 8th February 2021.**

IF YOU NEED HELP WITH THIS – DON'T PANIC. Get in touch with us via:

edwardsw@christletonhigh.co.uk