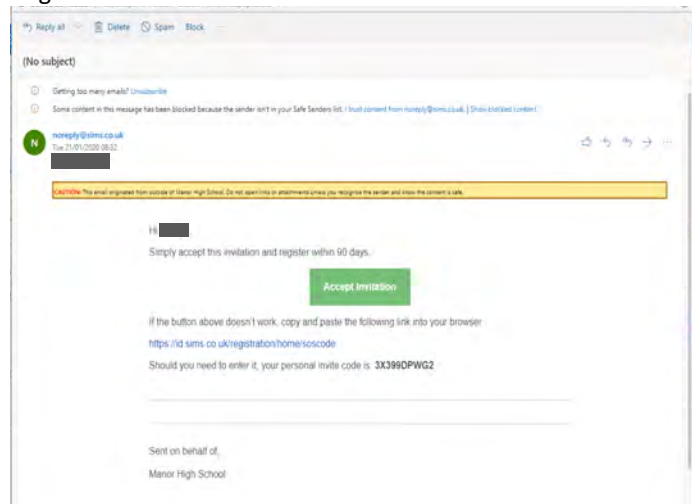


Options Online - Student Help Sheet

STEP 1: EMAIL INVITATION

- ⇒ Log into your @manorhigh email
- ⇒ You will receive an email to your @manorhigh email address inviting you to join Options Online (see Fig 1).
- ⇒ The email will be from noreply@sims.co.uk
- ⇒ If you can't see the email, use the search feature and enter: SIMS.
- ⇒ Open the email.
- ⇒ Click on the “**Accept Invitation**” box and it will take you to the login page (Fig 2).
- ⇒ If this doesn't happen, make a note of your personal invite code and click on the link below the box.
- ⇒ You will then be taken to the login page (Fig 2).

Fig 1. Email invitation



STEP 2: SIGN IN TO SIMS ONLINE

- ⇒ On the login page (Fig 2) click on “**Sign in with Office 365**”.
- ⇒ Login to Office 365 using your email address and password as normal:
[Email]@manorhigh.leics.sch.uk
- ⇒ You will then be taken to the registration page (Fig 3) where your name and invitation code will be displayed.
- ⇒ Click **Register**.
- ⇒ You will then be asked to enter your date of birth as: **dd/mm/yyyy**
- ⇒ Click **Verify**.

Fig 2. Log in choice

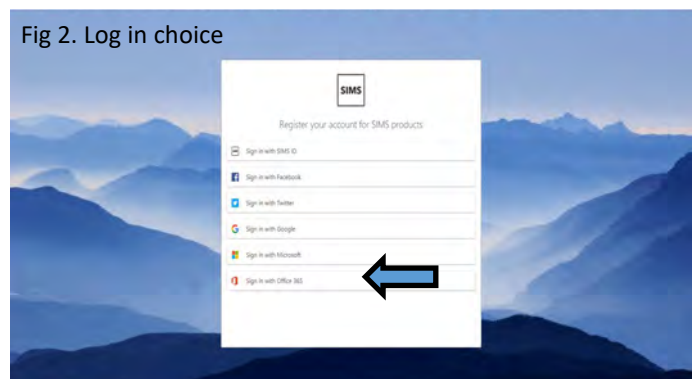
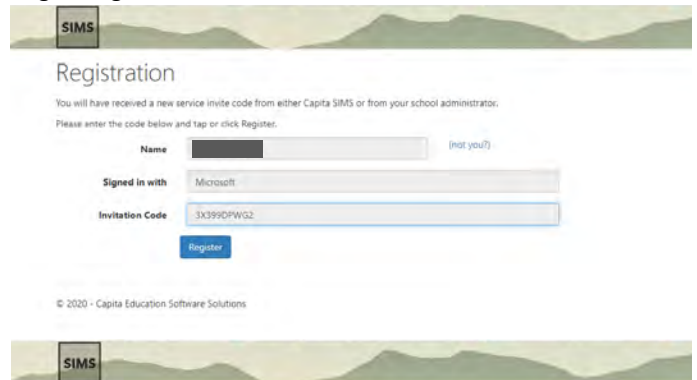


Fig 3. Registration



Registration - Answer Security Questions

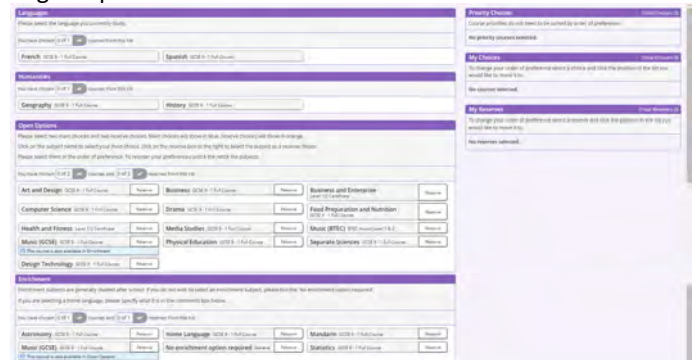


STEP 3: OPTIONS ONLINE (Fig 4)

You will need to choose from four sections:

1. Languages choice (one subject)
2. Humanities choice (one subject)
3. Open Options choices (four subjects)
4. Enrichment choice (one selection required)

Fig 4. Options Online



STEP 4: MAKING OPTION CHOICES

You can choose or deselect your choices by clicking on the subject name.

⇒ **Language and Humanities** choices:

- Click on the **NAME** of the subject you wish to study. The box will turn **BLUE**.
- The subjects will appear in the right hand column: **Priority choices**.

⇒ **Open Option PREFERRED** choices:

- Click on the **NAME** of the subject you wish to study. The box will turn **BLUE**.
- The subjects will appear in the right hand column: **My choices**.

⇒ **Open Option RESERVE** choices:

- Click on the **RESERVE BOX** (to the right of the subject name), the box will turn **ORANGE**
- The subjects will appear in the right hand column: **My reserves**.

⇒ You need to select one box in **Enrichment**:

- If you **do not** want to do an enrichment subject click on **NO ENRICHMENT REQUIRED** and the box will turn **BLUE**
- If you want to study an enrichment subject click on the **NAME**. The box will turn **BLUE** and appear in the right hand column: **My choices**.
- If you want to study a second enrichment subject, click on the **RESERVE BOX** (to the right of the subject name), the box will turn **ORANGE** and appear in the right hand column: **My reserves**.
- If you are selecting a home language, please write what language it is in the **Student Comments**.

Your choices will be considered in the order they appear on this page. If you want to swap the order, untick the boxes by clicking on the name (so they are not blue or orange) and reselect them in your preferred order. You will be allocated two of your four Open Option choices.

Your option choices can be viewed in this section.

Please ensure you have selected the options in the order you would like them to be considered.

STEP 5: DOUBLE CHECK YOUR OPTION CHOICES

In the right hand column you should have, in the order you would like them considered:

Priority Choices

1. Language choice
2. Humanities choice

My Choices

1. Open Option preferred choice one
2. Open Option preferred choice two
3. Enrichment choice (one selection required)

My Reserves

1. Open Option reserve choice one
2. Open Option reserve choice two
3. Enrichment reserve (if applicable)

Don't forget: If you want to change your options or their order, you can just click on the name to deselect them all, then reselect your choices.

The screenshot shows the 'Choices' page in a school's online system. The main content area is divided into sections: Languages (French selected), Humanities (History selected), Open Options (Art and Design, Separate Sciences, Home Language, etc.), and Enrichment (Design Technology, etc.). On the right, there are summary panels for Priority Choices (French, History), My Choices (Art and Design, Separate Sciences, Home Language), and My Reserves (Design Technology, Media Studies). A green box highlights these summary panels. A green arrow points from a thought bubble to the Priority Choices panel. A red arrow points from the 'Save' button at the top left to the Priority Choices panel. A red arrow points from the 'Sign Out' button at the bottom right to the 'Sign Out' button in the user profile dropdown menu.

STEP 6: SAVE AND SIGN OUT

- ⇒ Once you have clicked your options and you are happy with them, click **Save** (at the top left of the screen).
- ⇒ Then click on the triangle near your name in the top right (see right).
- ⇒ Click **Sign Out**.

The screenshot shows the user profile dropdown menu in the school's online system. The menu is open, showing options for Links, Legal, Privacy Policy, and Sign Out. A red arrow points from the 'Sign Out' button in the dropdown menu to the 'Sign Out' button in the main interface.

Your option choices have now been submitted.