

Step 1 - Invitation email

You will soon receive an email to your school email address from noreply@sims.co.uk titled 'Rainhill High School – SIMS Online Services Invite', which will look something like the screenshot below:



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi William,

Simply accept this invitation and register within 90 days.

Accept Invitation

If the button doesn't work, copy and paste the following link into your browser.

<https://registration.sims.co.uk>

Should you need to enter it, your personal invite code is: **PQ22G7B3VF**

Sent on behalf of,

Rainhill High School

Copy this first!

Click this link

You will need to copy the invite code and then click on 'Accept Invitation'

Step 2 - Setting Up Your Account

SIMS

Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Email address

Invitation Code

|

Next

Alternatively you may complete the registration using an External Account.

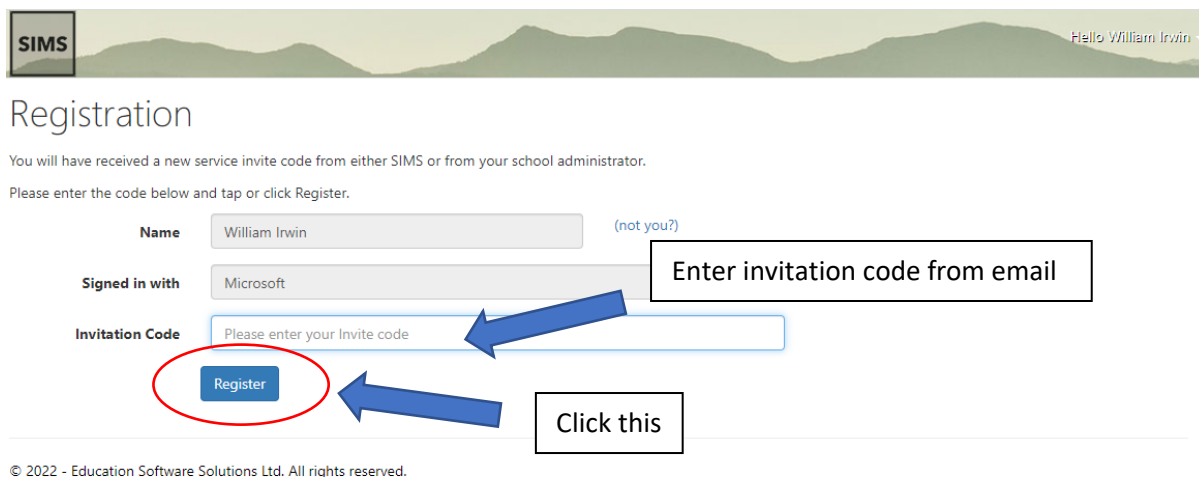
Register with an External Account

Secured by SIMS ID

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

Click this link

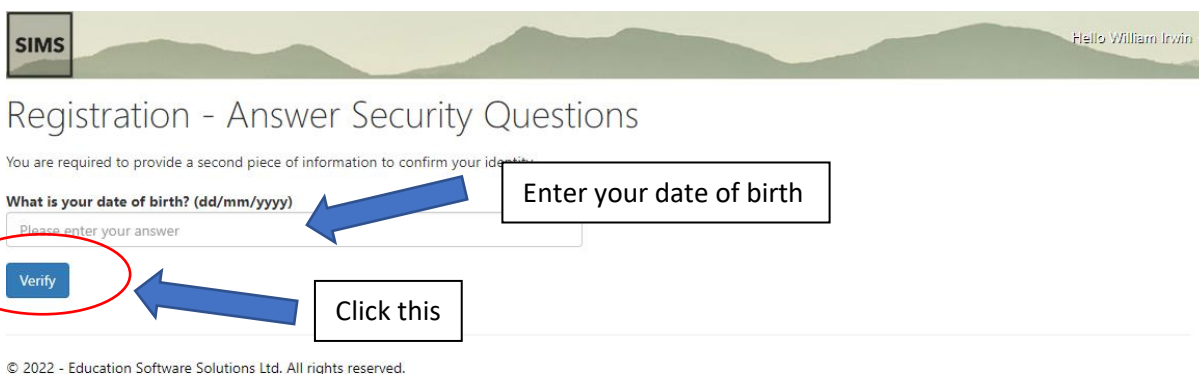
Step 3 - Registration screen – Enter Invitation code from email



The registration screen shows a header with the SIMS logo and a user greeting 'Hello William Irwin'. Below the header, the title 'Registration' is displayed. A message states: '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.' The form includes fields for 'Name' (William Irwin), 'Signed in with' (Microsoft), and 'Invitation Code' (placeholder: 'Please enter your Invite code'). A blue arrow points from the 'Invitation Code' field to a box labeled 'Enter invitation code from email'. Another blue arrow points from the 'Register' button to a box labeled 'Click this'. The 'Register' button is circled in red.

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Step 4 - Enter your own DOB - Verify



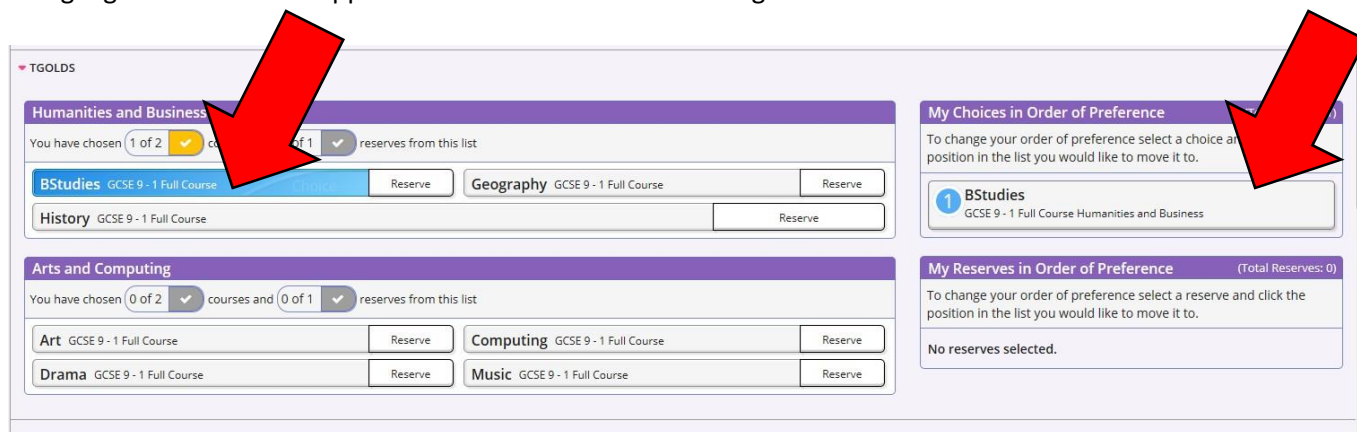
The screen is titled 'Registration - Answer Security Questions'. A message states: 'You are required to provide a second piece of information to confirm your identity.' The form asks 'What is your date of birth? (dd/mm/yyyy)' with a placeholder 'Please enter your answer'. A blue arrow points from the input field to a box labeled 'Enter your date of birth'. Another blue arrow points from the 'Verify' button to a box labeled 'Click this'. The 'Verify' button is circled in red.

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Once you have clicked verify, you will be directed to your Options home screen where you can select your option choices.

Step 5 – Making Options Choices

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen:



The 'Options home screen' shows a list of subjects under two categories: 'Humanities and Business' and 'Arts and Computing'. Under 'Humanities and Business', 'BStudies GCSE 9 - 1 Full Course' is selected and highlighted in blue. Under 'Arts and Computing', 'Art GCSE 9 - 1 Full Course' is selected and highlighted in blue. On the right side, there are two panels: 'My Choices in Order of Preference' and 'My Reserves in Order of Preference'. The 'My Choices' panel shows '1 BStudies GCSE 9 - 1 Full Course Humanities and Business'. The 'My Reserves' panel shows 'No reserves selected.' Two large red arrows point to the selected subjects in the list.

Step 6 – Making Your Reserve Choices

Once you have made your choices, you need to select your reserve choices. To do this, click on the “Reserve” button beside the subject(s) you wish to pick. Reserve choices appear in orange and appear in the “My Reserves”:

Layout 1.

The screenshot shows two main sections: 'My Choices in Order of Preference' and 'My Reserves in Order of Preference'. In the 'My Choices' section, 'Geography' is highlighted in orange, and a red arrow points to its 'Reserve' button. In the 'My Reserves' section, 'Geography' is also highlighted in orange, and a red arrow points to its 'Reserve' button. The 'My Choices' section also shows 'BStudies' and 'History' as chosen courses. The 'My Reserves' section shows 'BStudies' and 'Geography' as reserved courses.

Layout 2.

The screenshot shows a list of courses under the heading 'My Choices in Order of Preference'. The courses are: Art Graphics, Art, Art Textiles, Enterprise (Business BTEC), Food & Nutrition, and Construction. Each course has a 'Reserve' button. A red arrow points to the 'Reserve' button for 'Art Graphics'.

Step 7 – Adjusting Orders of Preference

Options choices and reservations appear in the order they have been selected by default. If you wish to emphasise that one option is preferred (this is particularly useful for Box 2 and 3 combined options). To alter the order, click on the option you wish to move:

The screenshot shows a list of courses under the heading 'My Choices in Order of Preference'. The courses are: BStudies, History, Art, and Music. A red arrow points to the 'History' course.

1. Click on History

The screenshot shows a list of courses under the heading 'My Choices in Order of Preference'. The courses are: BStudies, History, Art, and Music. A red arrow points to the green box next to the 'History' course.

2. Click on the green box for the new position for History, in this case top.

The screenshot shows a list of courses under the heading 'My Choices in Order of Preference'. The courses are: History, BStudies, Art, and Music. A red arrow points to the 'History' course.

3. The new order of preference will be displayed, showing History on top.

Step 8 – Saving Your Choices

It is vital you press the save button at the top of the screen otherwise the choices will be lost when you close the browser. You do not need to tick the Parental consent box as you are already logged in as a parent.

