BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'
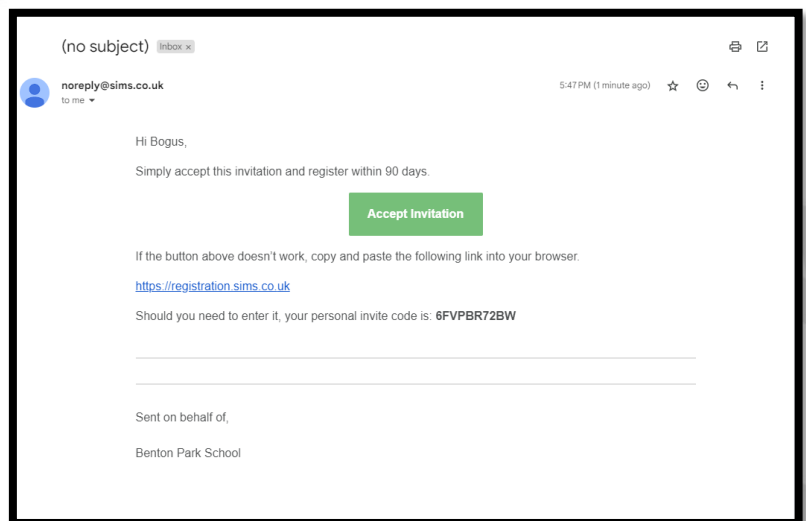
YEAR 9 – OPTIONS ONLINE

The following guide is designed to help you complete the two stages of the options process. SIMS have created a secure system to allow students and parents to go through the options process, this does mean that there are several steps and validations that need to take place to get to the Options screen. Follow the steps below in order. The two stages of the process are:

1. Creating a SIMS online account
2. Selecting and submitting option subject choices

Firstly, you will need to **create your SIMS online account**. You will receive an invite email and you should follow the steps below:
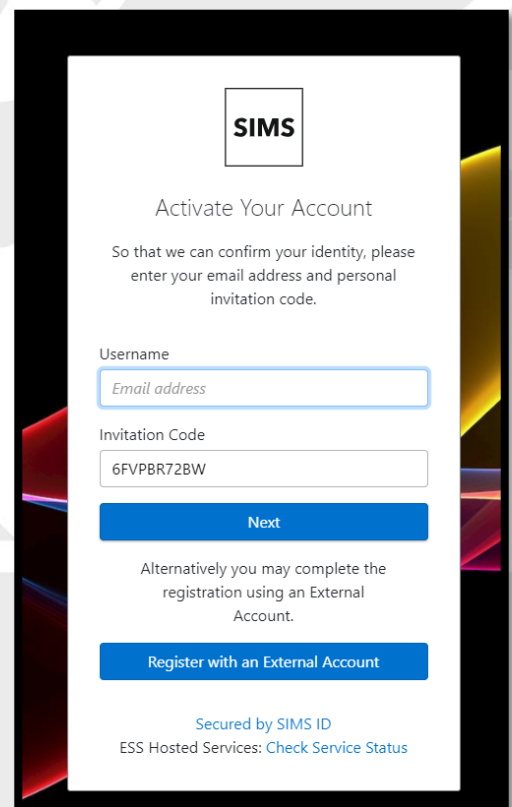
The invite email gets sent to the student's account as it is designed to ensure they are involved from the start of the process. You child needs to go to www.office.com, click on 'sign in' then enter the student's school email address xxxxxx@bentonpark.net, then their password. If they cannot remember their password, let us know and we can reset it for you.

1. Open the email that you will receive from *'noreply@sims.co.uk'*

   Click on the **'Accept Invitation'** button

2. You will be taken to an **'activate account'** page. DO NOT ENTER A USERNAME but **enter the code** you were sent in the email in step 1.
3. Click on **register with an External Account**
4. You will then see the register account screen. Again, DO NOT enter a username or password, instead, click on the Microsoft logo at the bottom (4 colour squares). Sign in using your school email address and password.
5. You will need to **enter your date of birth** in the following format: DD/MM/YYYY
6. At this point you will have successfully created an account and can click on **'log in'**, which will take you to the SIMS Options Online login page – *see next page*
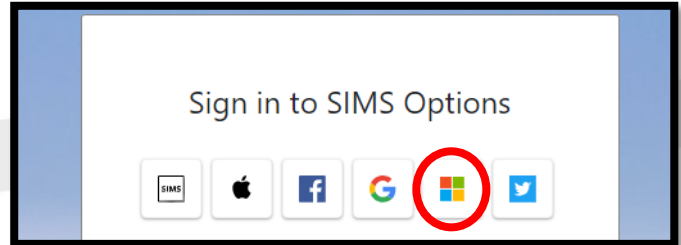
Next, you will need to login to SIMS Options Online and enter your option choices.

1. **Login to SIMS Options Online** using the account you have created.

   Click on the **Microsoft icon** to enter your **school email address** and the password you have created.

   Sign in to SIMS Options

2. At this point, it may ask you to **validate your account**, so we need to do this.

   Go back to your school email and find the new email from *SIMS ID.*

   There will be a link to click on to validate the account – do this.

3. Once you have successfully logged in, you will be taken to the Options screen…