



**STUART
BATHURST**
Catholic High School

Dear Students, Parents and Carers,

We hope that you found the first set of information sent out for Options useful and have taken the time to read through the booklet and watch the video.

You will now need to log on to Options Online to make your choices and in order to do that, you must register with the system. This letter, along with my second video that will be text out and placed on the school website, will help you to do this. Please follow the stages carefully and email us on options@stuart-bathurst.org.uk if you have any queries. You can also call us between 10am and 12pm during the school week if you need further assistance.

Yours sincerely,

Miss G Raindi
(Assistant Headteacher-Quality of Education)



Headteacher: Mrs B Morris



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admin@stuart-bathurst.org.uk



www.stuart-bathurst.org.uk

SIMS Option Online Registration Guide

For our Options process this year we are using an Online System provided by our school information management systems (SIMS) **Options Online**.

How do I register?

1. You will receive a registration email to your school account from noreply@sims.co.uk with an invitation. Check your junk email too. If you haven't received it contact the school.

IMPORTANT NOTES: To register for SIMS Online Services products, you will need to use your Office 365 account linked to your school email.

2. Follow the link in the email to be directed to the Sign in page. Make sure you sign in with Office 365. **You must not attempt to register using SIMS ID.**
3. Click Accept to allow the software permission to use your data.
4. You will then have to enter the invitation code that was in your registration email. Sometimes this is already pre-populated.
5. You will then be asked to enter your date of birth for security purposes.
6. Once registration has been completed successfully, pupils can access their details and the page to make their choices.

Once the registration process is complete, users can sign in via the following URL. SIMS Options Online <https://www.sims-options.co.uk>.

1. Click the icon for *Office 365*
2. A new window is displayed.
3. Enter your sign in details.

If you have forgotten your password, please contact **webmaster@stuart-bathurst.org.uk** and request a new password.