



OPTIONS ONLINE REGISTRATION STEP-BY-STEP GUIDE

Step 1

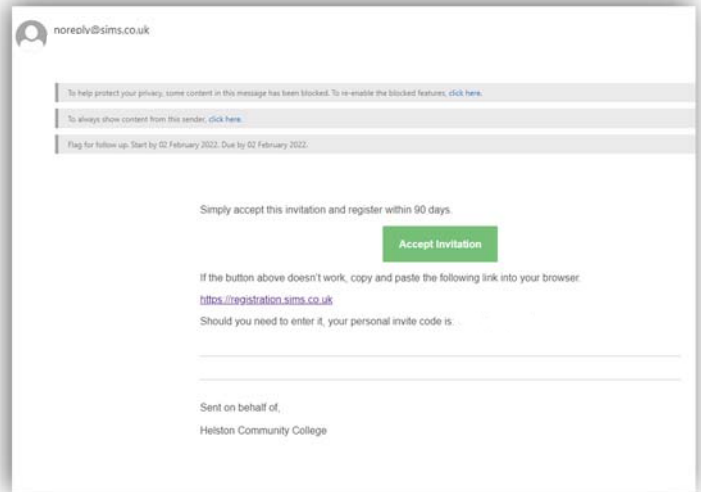
Your child should logon to their school email.

They can do this by visiting:

<https://exchange.helston.cornwall.sch.uk/>.

They should then enter their school username and password (the same one they use to logon to a school computer).

All students will have received an email from noreply@sims.co.uk. Open this email and click on the green 'Accept Invitation' button.

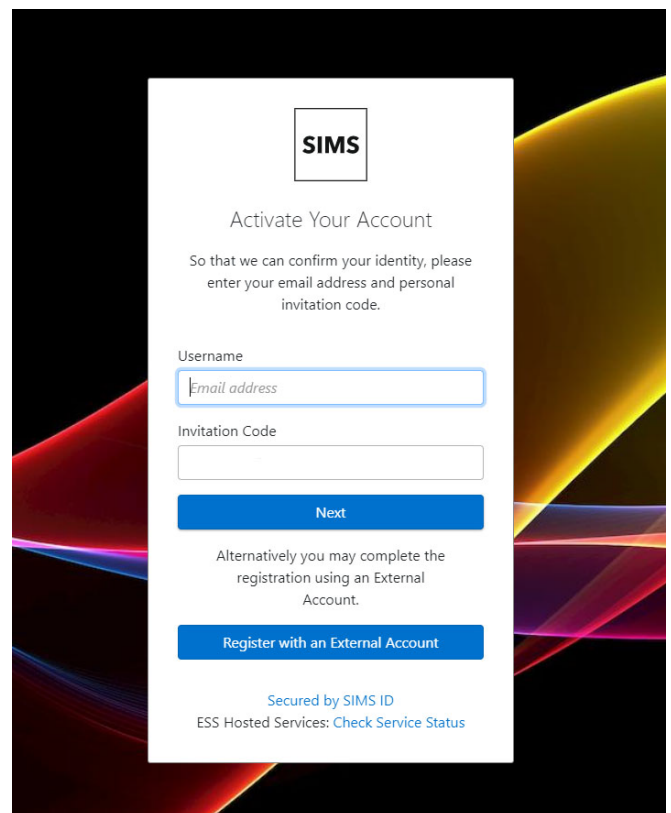


Step 2

Now enter your school email address [this is your school username followed by @helston.cornwall.sch.uk].

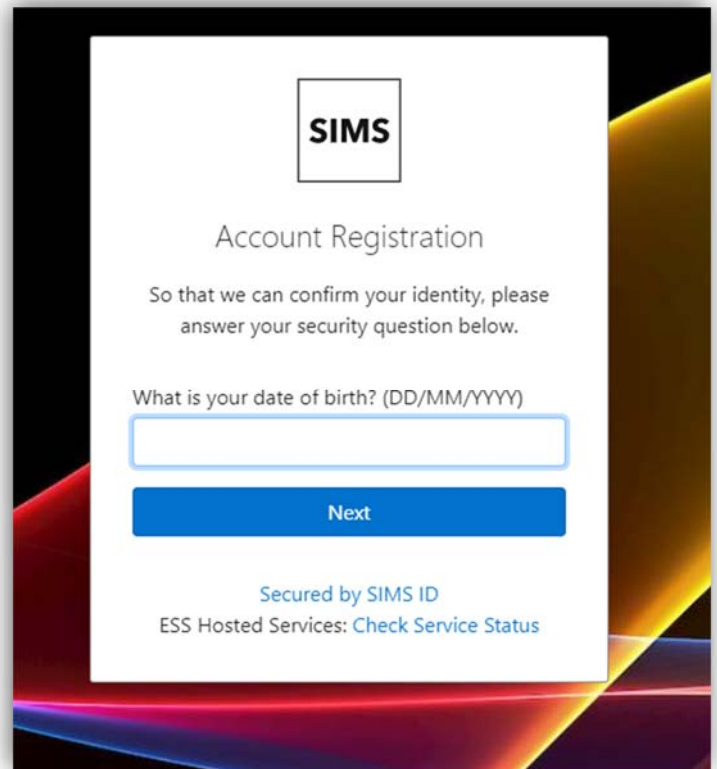
The personalised invitation code will automatically appear.

Now click on the 'Next' button.



Step 3

Enter your date of birth in the requested format and click 'Next'.



SIMS

Account Registration

So that we can confirm your identity, please answer your security question below.

What is your date of birth? (DD/MM/YYYY)

Next

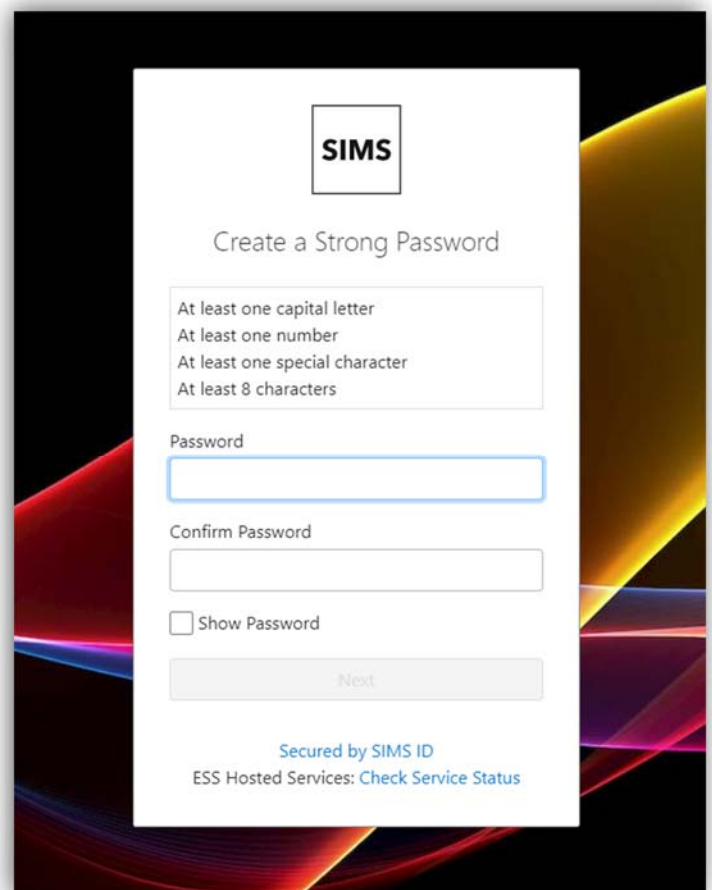
Secured by SIMS ID
ESS Hosted Services: [Check Service Status](#)

Step 4

You now need to create a password for Options Online.

This must include 1 capital letter, 1 number, 1 character (i.e. punctuation marks) and be 8 letters in length. Retype your password in the 'Confirmed Password' box and then click 'Next'.

You will be prompted to select whether you would like the computer to remember your password. We advise selecting 'Never' but this is optional.



SIMS

Create a Strong Password

- At least one capital letter
- At least one number
- At least one special character
- At least 8 characters

Password

Confirm Password

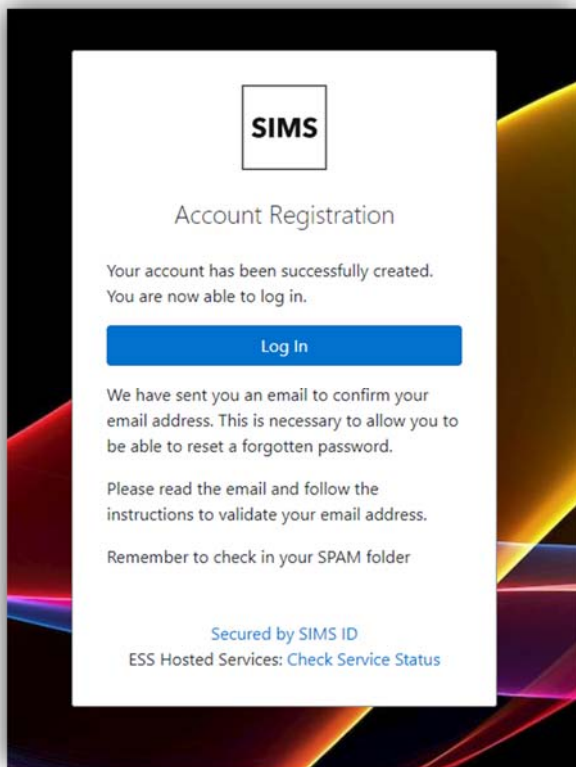
Show Password

Next

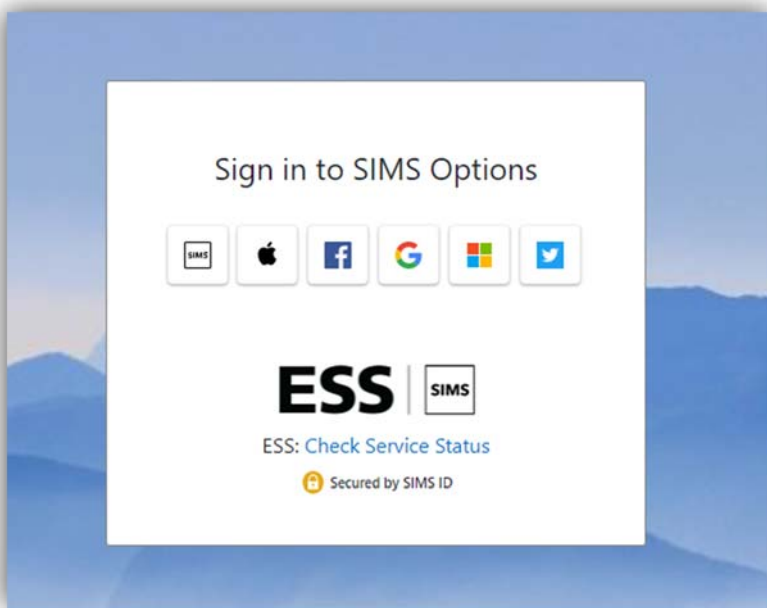
Secured by SIMS ID
ESS Hosted Services: [Check Service Status](#)

Step 5

The following window will appear. Click on 'Log In'.



The following window will appear. Click on the login with **SIMS** icon.



Once again, enter your **school email address** and the **password you have just created for Options Online.**

Step 6

You have now successfully logged in and can select your options.

The screenshot shows a web interface for selecting Ebacc Option 1. The interface is divided into several sections:

- Ebacc Option 1:** Contains instructions to choose three options and one reserve choice, and to remember to save at the end. It also provides information about Triple Science and Construction and Hair & Beauty.
- Remember to SAVE your choices:** A reminder to save the selections.
- You have chosen:** A section showing 0 of 1 courses from the list. It includes buttons for Triple Science, Geography, Spanish Foundation, Computer Science, History, and French, each with a 'Reserve' button and a note that the course is also available in Open.
- Open:** A section showing 0 of 3 courses and 0 of 1 reserves from the list. It includes buttons for Art, Art Graphics, Triple Science, Engineering Design, Enterprise & Marketing, Construction - double (2), and Computer Science, each with a 'Reserve' button.
- My Choices in Order of Preference:** A section for selecting and ordering preferences, currently showing 'No courses selected.'
- My Reserves in Order of Preference:** A section for selecting and ordering reserves, currently showing 'No reserves selected.'

Don't forget to save when you have finished.