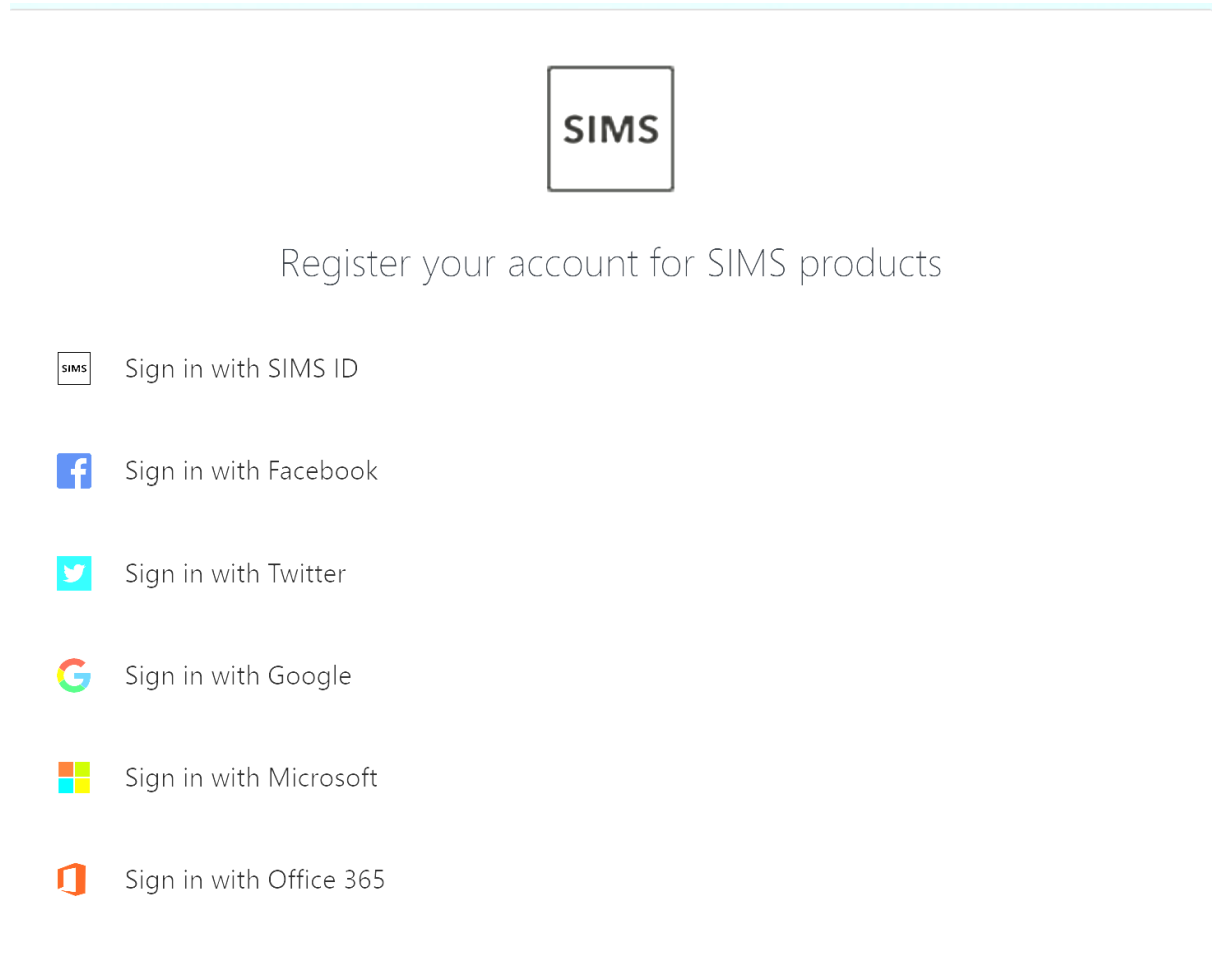


Logging into Options Online

When you receive the invitation email there is a link in paragraph one to

<https://id.sims.co.uk/registration/home/soscode>

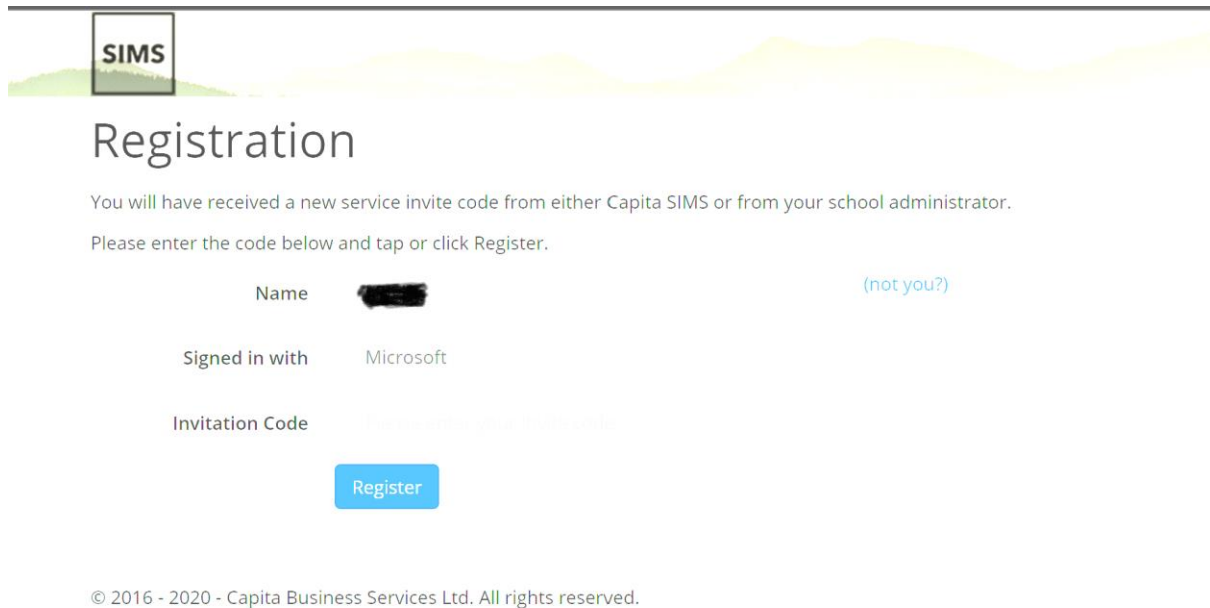
Click the link and this screen will appear;



Click on the link, and it will ask you to choose a sign in provider (e.g. Microsoft, Google, Facebook etc). If you are a student, please use the bottom option for Office 365, then you can use your school login to register and it will link your school email to Options Online. If you are a parent please choose the most appropriate login provider that you already have an account with.

Once you have picked your login provider a login page will open. Put the username and password for the provider you have chosen and login.

The following page will now appear;



SIMS

Registration

You will have received a new service invite code from either Capita SIMS or from your school administrator.
Please enter the code below and tap or click Register.

Name [\(not you?\)](#)

Signed in with Microsoft

Invitation Code

[Register](#)

© 2016 - 2020 - Capita Business Services Ltd. All rights reserved.

Your name will appear in the name field. If the invitation code does not automatically appear in the invitation code box, please go back to the invitation email and copy and paste the code into the invitation code field.

Once the code is in the box, press the register button and your registration will complete.

Once registration is complete Options Online will open and you can choose or approve choices as necessary.

Please note that only students can choose their options, and only parents can approve the choices in their own accounts.