

St Malachy's College Instructions to Students for Online Options

Go to the App Store/Google Play and download the SIMS Student App

To register please use the **Sign in with Microsoft** option when completing the following steps;

Students will receive an invite email in their @c2ken email inbox from noreply@sims.co.uk. It will look similar to the image below. To access this email, you can use Outlook on the <u>www.office.com</u> website or download and sign into the Outlook App on your device.

Simply accept this	s invitation and register within 90 days.	
	Accept Invitation	
f the button above	e doesn't work, copy and paste the following link into your browser.	
Should you need	to enter it your personal in code 32W8T8RVEM	
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Once you've regis	tered you can sign in using your web browser at www.sims-student.co.uk	6
ou can also use	the app for convenience when you're out and about.	

Click on Accept Invitation

They will then be asked to sign into SIMS Options – select **Sign in with Microsoft**



The following screen should appear:

SIMS	
Reg	jistration
You will h either Ca	ave received a new service invite code from pita SIMS or from your school administrator.
Please of	nter the code below and tap or click Register.
Name	
(not you?	n
Signed in	n with
Micros	oft
Invitation	n Code
Register	1

Click Register



Verify the account by answering the security question (Date of birth) include each / and then click Verify

Registration - Answer Security Questions					
You are required to provide a second piece of information to confirm your identity.					
Please answer the following question.					
What is your date of birth? (dd/mm/yyyy)					
Verify					

You are now registered to access SIMS Student and use the Options feature.

Open the Student App.

If the App doesn't automatically sign in, please select Microsoft as sign in and use @c2ken.net after your C2k username and enter your C2K password again.

Students make their choices by clicking on the course item from the screens displayed.

Any requirements or restrictions defined in the relevant plan will be enforced here.

Selections are displayed to the right of the screen and the order of preference can be changed by clicking on the course name and then clicking on which course they wish it to replace. Options will move the other courses down a level of preference by default.

Humanities			My Chalces in Order of Preference (1stel Choices 3)
Students HUST choose 1 of the subjects bel	low.		To change your order of preference select a choice and click the position in the Tot you would like to move it to.
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Anguages			Physical Ed
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Does Choice			CO32 5-1 /uli Course Open Dreise
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Art little 1-10-10-00	Computer Studies ICSE NETWORK	Drama 0003-17400xm	
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Resistant Materials OCE 5.1 Course Teams	Sociology 0031%/ Cruise Reserve		
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Comments can be added by the student in the Student Comments field at the bottom of the page.

student Comments	
Add any comments here	

When all selections have been made the choices should be saved by clicking the save icon to the top left and the student should then sign out of Options Online.

PARENTAL AGREEMENT NEEDED

Finally, to ensure that your **<u>parents</u>** are in agreement with your choices, your parents must sign into the Parent App and confirm via the Options feature by ticking the box to confirm the choices.