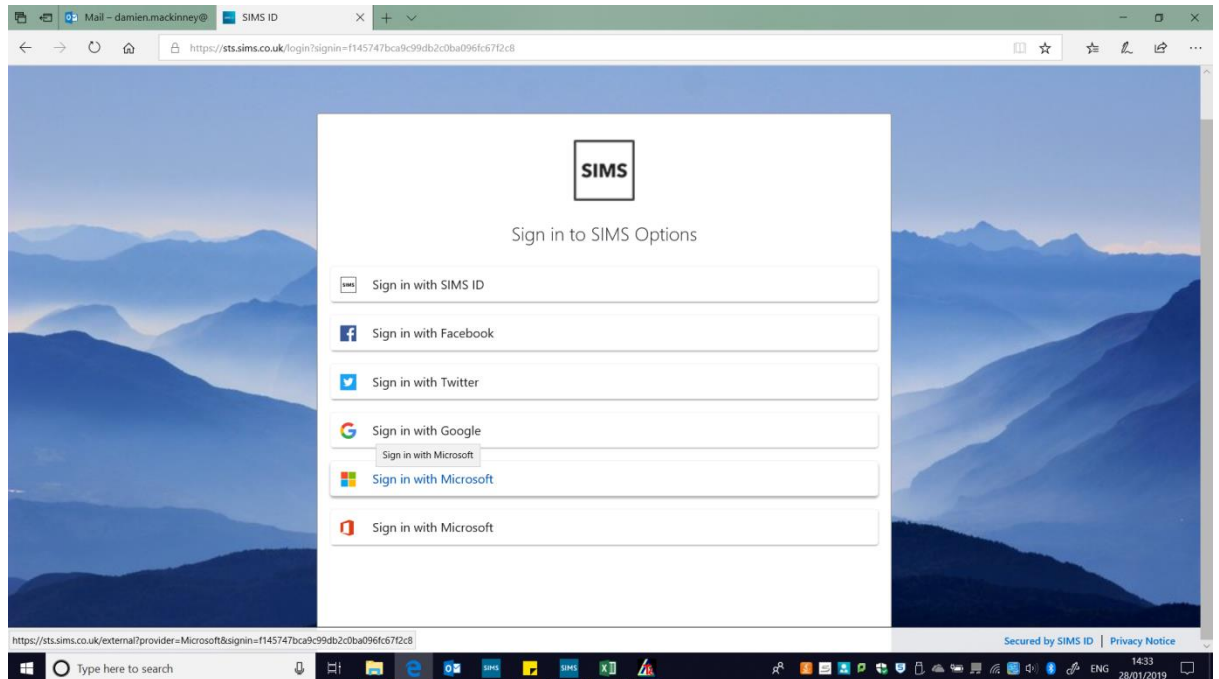


Instructions for Logging in to Options Online

1. It can be accessed from any device and any browser but from experience it is most reliable in google chrome.
2. Go to www.sims-options.co.uk
3. You will see this screen:-
- 4.



5. Click on the first "sign in with Microsoft" button with the Windows Start logo.
6. Type your school email address which will be firstname.lastname@st-michaels.sandwell.sch.uk
7. Click "Next"
8. Type in your password which is the one you use to log in to the school computer system.
9. You will then be presented with your options form to fill in.