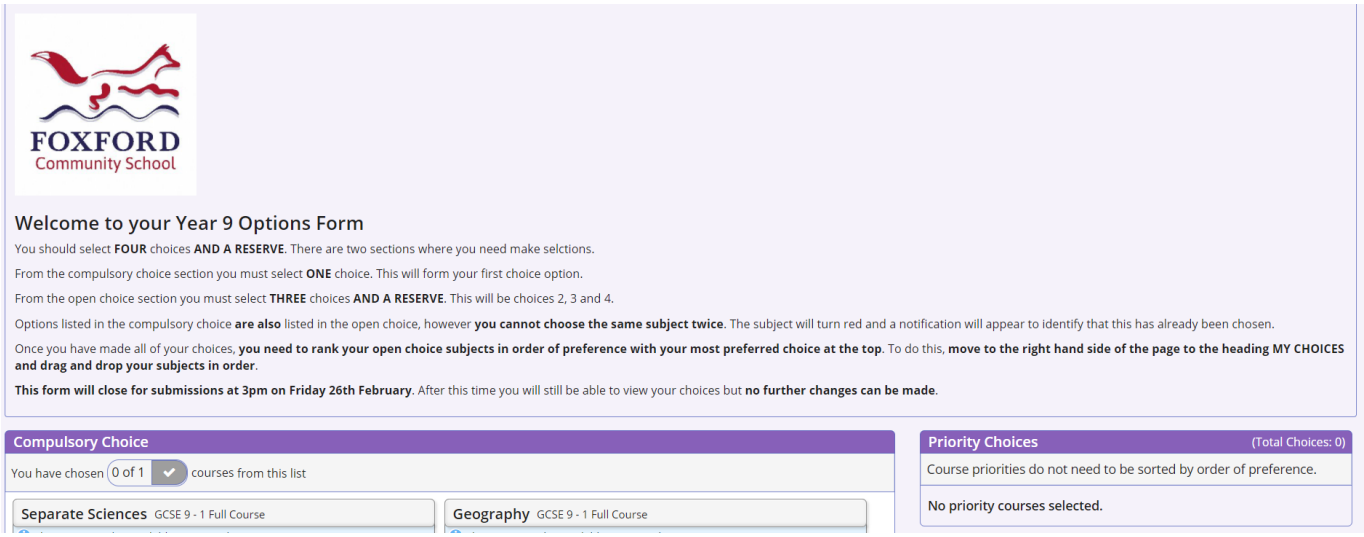
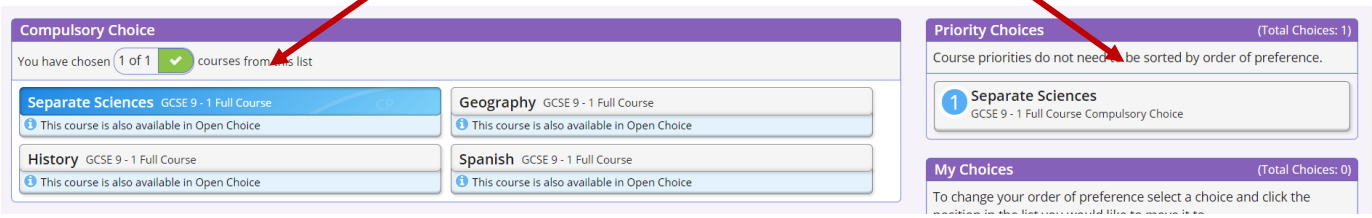
Instructions for making choices in SIMS Options Online

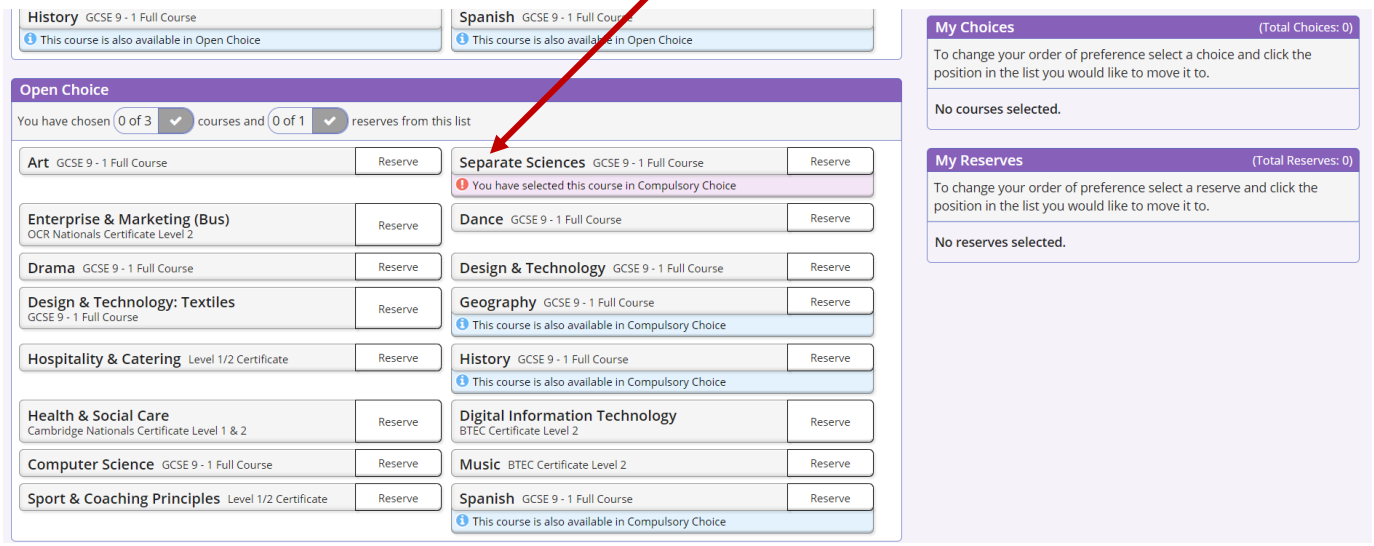
Once you have logged into https://www.sims-options.co.uk the option choice screen will look similar to the one below.



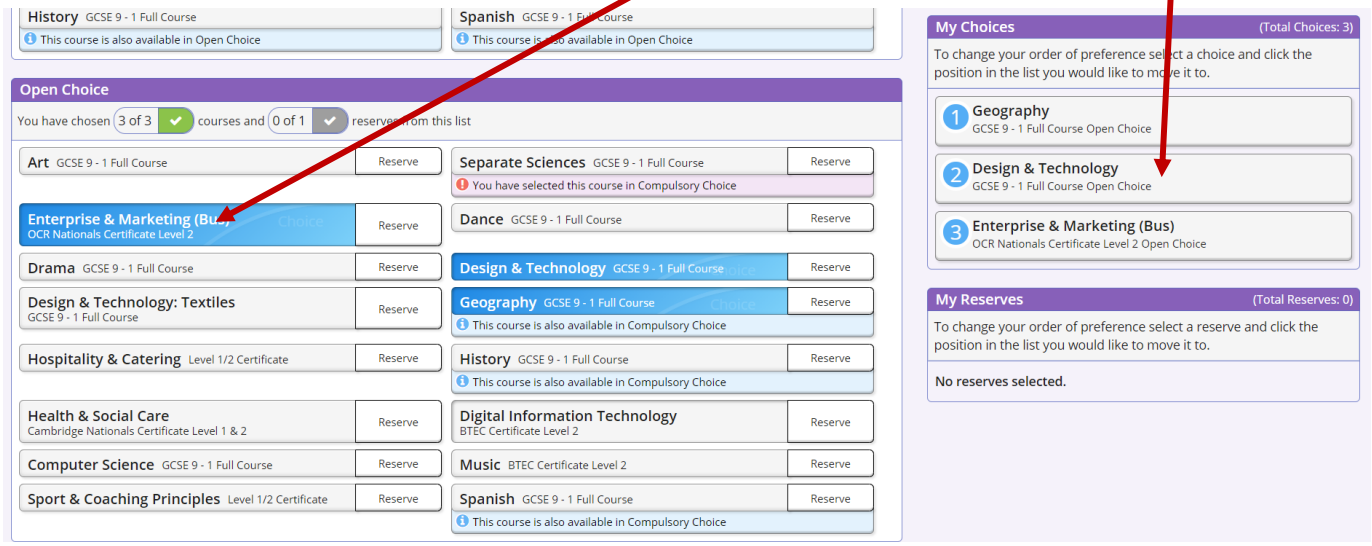
1. The first choice to make is **one** subject from the 'compulsory choice' section of the form. To make a choice, click on the course you wish to choose, it will turn **blue** and it will select the course. This will then appear as a priority choice course on the right hand side of the options form.



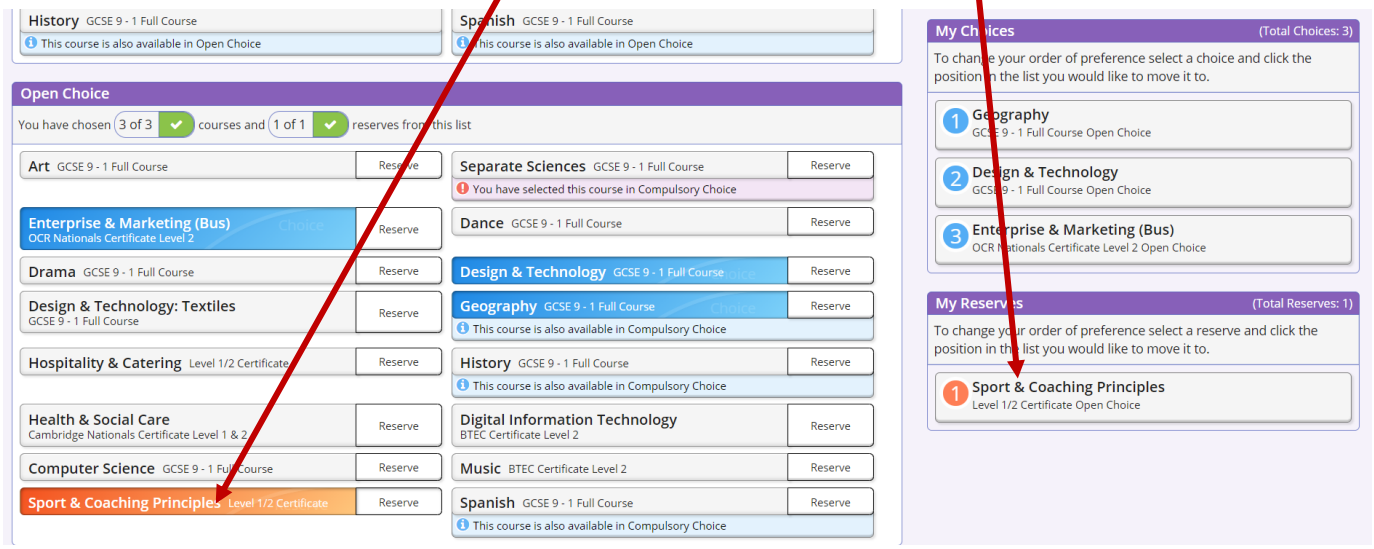
2. You now need to make selections from the 'open choice' section. This section requires you to make **three choices** and **one reserve choice.** The subject you chose in 'compulsory choice' is not selectable in this section. A **red** warning will appear to indicate you have already chosen it.



3. Choose your 3 choices by clicking on the subject, as you did in the ‘compulsory choice’ section. These will then appear on the right hand side of the page under ‘my choices’.



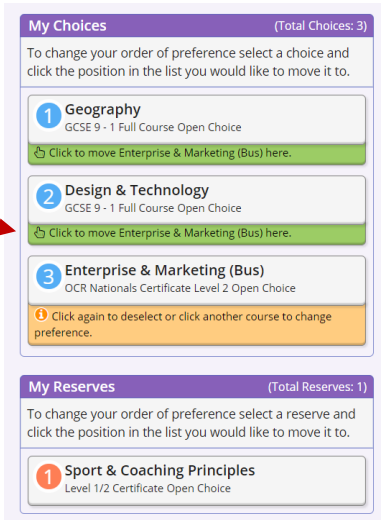
4. You then need to choose a reserve subject by clicking on the ‘reserve’ button on your chosen subject. This will then turn **orange** and appear in the ‘My Reserves’ section on the right hand side.



5. Re-order your three choices from ‘Open Choice’ into order of preference with 1 being the subject that you want to do the most. You can do this by clicking on the subject you wish to move. You will then get a choice of where to move it to (underneath the other subject will turn **green**).

   Click under the subject position that you wish to move the subject to, to reorder.

   If you change your mind about a subject, simply click on the subject again to remove it from ‘My Choices’



6. Finally, save your choice at the top left of the screen 

and then sign out at the top right hand corner