

Instructions for all Partner Schools

Welcome to the SIDE online Enrolment Portal. This will simplify the enrolment process for schools and allow you to track your enrolments. When the process is complete the school contact person that submitted the enrolment will receive an auto-generated email verifying a successful enrolment. In the unlikely event that the enrolment is unsuccessful a Regional Coordinator from SIDE will contact the school.

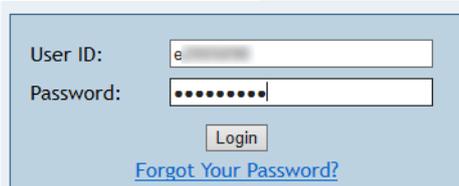
The parent email address is a very important tool for our teachers to communicate with parents. The only way SIDE can extract the parent email address is through Integris (SIS). Please check that this information is accurate in Integris prior to enrolling students. Please include email addresses for the parents.

Step 1 – Log in to SOEP

SOEP can be accessed from Ikon \ Links menu.

You may need to click the "Access more Links" button.

☆ [SIDE Online Enrolments](#)



User ID:

Password:

[Forgot Your Password?](#)



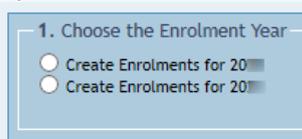
SIDE Online Enrolment (SOE)
Main Menu

- [Create Enrolments](#)
- [View Enrolments](#)

Other Options

- [Manage Roles](#)
- [Logout](#)

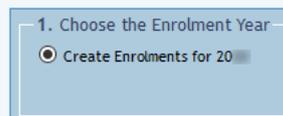
When SIDE enrolments are open for the following year and up until the end of the current year, you will have to select the enrolment year:



1. Choose the Enrolment Year

- Create Enrolments for 20
- Create Enrolments for 20

After 1 January, the enrolment year option will revert to the current year by default.



1. Choose the Enrolment Year

- Create Enrolments for 20

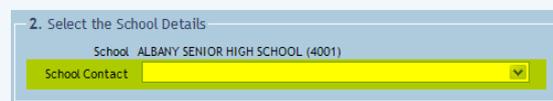
School staff, according to their role, will automatically have access to SOEP.

If a staff member does not have automatic access, please email: helpdesk@side.wa.edu.au

Notes:

1. If you have completed your Integris (SIS) end of year process, please do not upload enrolments through SOEP until after 1st January.

Step 2 Select the School Contact.



2. Select the School Details

School ALBANY SENIOR HIGH SCHOOL (4001)

School Contact

If a staff member is not listed, please email the SIDE help desk: helpdesk@side.wa.edu.au

Step 3 – Select the students

3. Define and Create Enrolments

Select Current Year Group

Select by

Year Group

Surname Initial

A B C D E F G H I J K L M N O P Q R S
T U V W X Y Z All

Students

- ABRA
- ADAM
- ALLEN
- ANDE
- ANDE
- ARCH
- ATAY
- AUBR
- AYRE

1. Select Name
2. Select Year Group
3. Select All or Letter

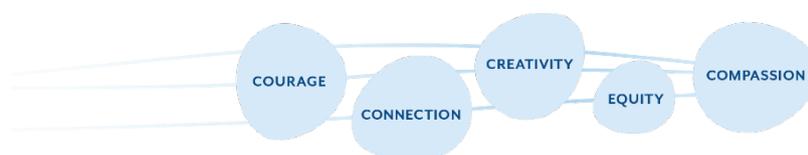
Tick box to select ALL students
OR;
Tick box to select individual students
Click again on a selected box to
deselect a student

Click to
clear ALL
selections

[Clear Selections](#)

Notes:

- For students to appear in SOEP they must be in Integris\SIS
 - Leave date must be blank.
 - Students in the Admissions roll must have the accepted field ticked.
 Accepted?
 - A student must have a UPN in SIS before a SOEP enrolment can be processed.
- Students enrolling in the current year for the following year will have their academic year automatically incremented. For example, enrolling a Y11 student this year for next year, SOEP will enrol the student as a Y12.



Step 4 – Select a Cohort and Subject/Course

Step 5 – Submit the enrolment.

4. Review and Submit Enrolments

Year	Year Group	CC Number	Name	Course/Subject	Code	<input checked="" type="checkbox"/>		Print
201x	Year 11	2367		LIT	AELIT	<input checked="" type="checkbox"/>		Remove
201x	Year 11	2382		LIT	AELIT	<input checked="" type="checkbox"/>		
201x	Year 11	2376		LIT	AELIT	<input checked="" type="checkbox"/>		

Buttons: Submit

Message from webpage

Before submitting this enrolment request, you must agree to the SIDE Enrolment Terms and Conditions.
Do you agree to the SIDE Enrolment Terms and Conditions?

- Click on the Submit button when students have been selected (ticked). This will forward the enrolment request to SIDE for processing.
- To produce a hard copy for your records, click the print button.

Step 6 – Inform us of your Teaching Set/ Timetable Preferences

If you have enrolled 5 or more students in the same subject/ course, please now send a copy of your students' timetables (including lesson times) with available times that correspond with the SIDE timetable to timetable@side.wa.edu.au

Please include the following information on each timetable:

- Student Name, Enrolling subjects/ courses and times available in relation to SIDE lesson times
- Any further information about student availability or things we may need to know

If a timetable is not available, you can still send the information above to timetable@side.wa.edu.au

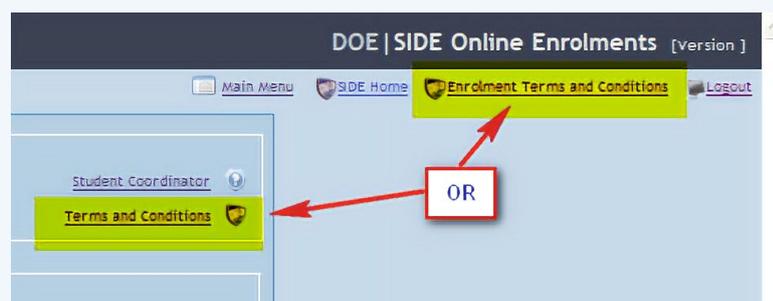
For all other enrolments, please consult the SIDE [Live Timetable](#) and email your Teaching Set selection to timetable@side.wa.edu.au

Please continue to check this timetable as Teaching Sets will be added as enrolments are received.

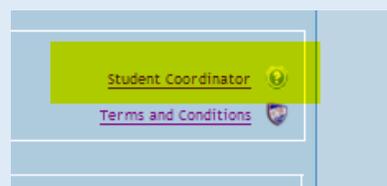
SIDE Terms and Conditions

It is important that you read and agree to the SIDE Terms and Conditions before you proceed with an enrolment.

T&Cs are available by clicking on one of the two links in the top right hand corner.



Questions and Help



Enrolment issues: SIDE's Regional Coordinator for your school
Or SIDE Reception: 9311 1400

Staff access to SOEP and General Enquiries, please email: helpdesk@side.wa.edu.au

All other technical assistance: Customer Service Centre on 9264 5555 or 1800 012 828