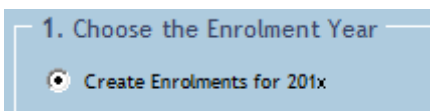
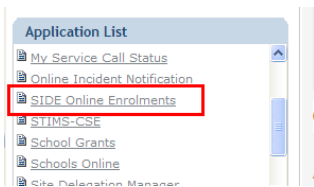


Instructions for all Partner Schools

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 Student 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



Enrolment Year Option will be automatically selected.

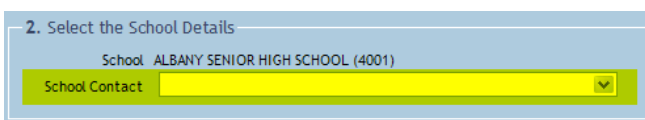
Access to the SOEP is via the DoE Portal.

- Log on to the DoE Portal
- Go to Application list (L/H side of screen)
- Select SIDE Online Enrolments
- Click on Create Enrolments

Please Note:

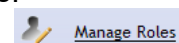
1. Enrolments for the following year will be open from Week 4, Term 4
2. Create enrolments either before SIS End of Year processing or, after January 1st.

Step 2



- Select the School Contact

- If a staff member is not listed, use the Manage Roles (DAM) function to administrate.



(For assistance with managing roles, call Customer Service Centre - 9264 5555 or 1800 012 828)

Step 3

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
- ANDERSON
- ARCHER
- ATAY
- AUBREY
- 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](#)

NOTE:

1. Students must be in your CURRENT roll.
2. Students will not be listed if a leave date has been entered in SIS.

Select Courses or Subjects

Select Enrolment Year Subjects

SS 201x

- Course of Study
 - Career Development
 - English
 - ENG
 - LIT
 - AELIT - Literature ATAR 11
 - ATLIT - Literature ATAR 12
 - French (FSL)
 - Health & Physical Education (HEA)
 - Humanities & Social Sciences

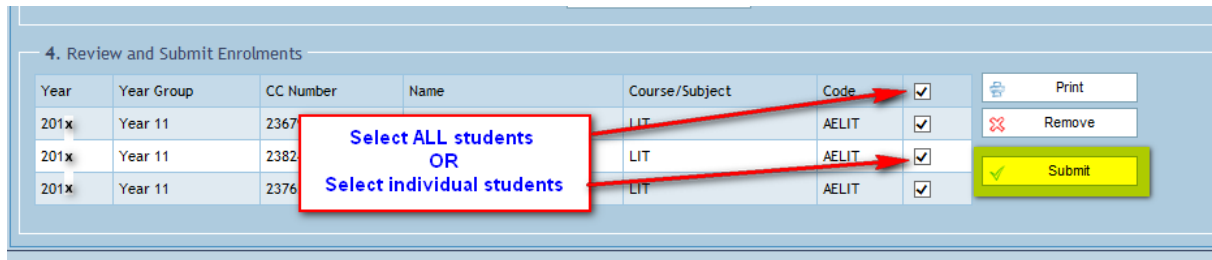
1. Select a cohort

2. Tick to select course

3. Click to add

[Clear Selections](#)

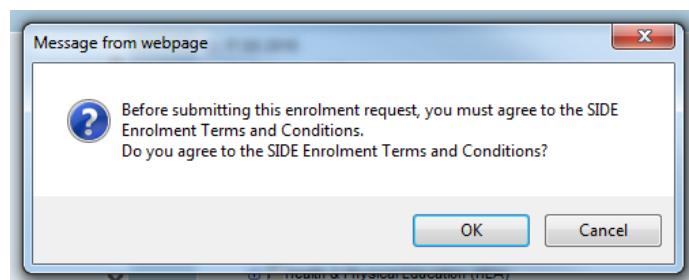
Step 4



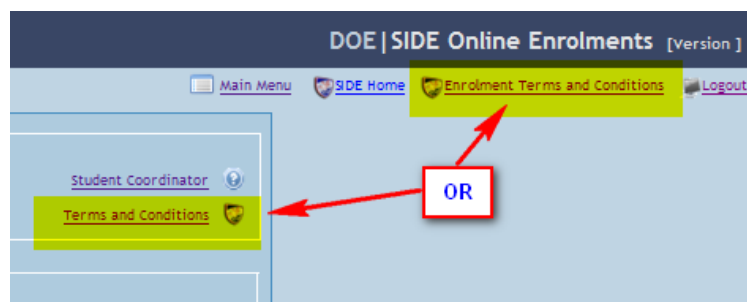
- Click on the Submit button when students have been selected (ticked). This will forward the enrolment request to SIDE for processing.
- To produce a hard copy for your records, click the print button.

Additional Notes

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



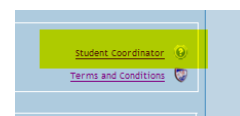
Terms and Conditions are available by clicking on one of the two links in the top right hand corner.



Questions and Help

Enrolment issues assistance: Contact SIDE's Student Coordinator for your school:

Contact details can be found by clicking on the link:



Technical assistance: Contact Customer Service Centre on 9264 5555 or 1800 012 828