

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.

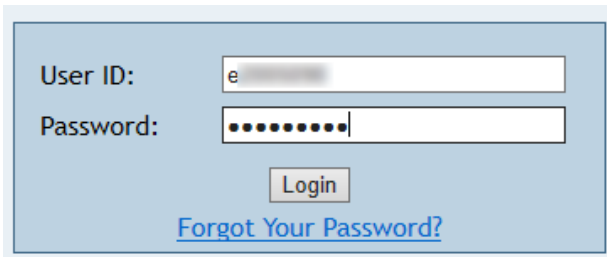
The parent email address is a very important tool for our teachers to communicate with parents. The only way SIDE can extract the parent email address is through Integris (SIS). Please check that this information is accurate in Integris prior to enrolling students. Please include email addresses for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

Step 1 | 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](#)



The screenshot shows a login form with two input fields: "User ID:" containing the letter 'e' and "Password:" with masked characters. Below the fields is a "Login" button and a blue link that says "Forgot Your Password?".

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

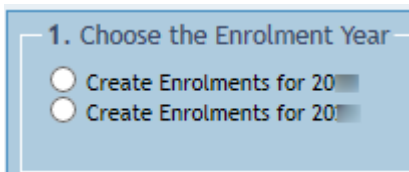


The screenshot shows the "SIDE Online Enrolment (SOE) Main Menu". On the left is a photo of a student. The menu items are: "Create Enrolments" (with a folder icon), "View Enrolments" (with a magnifying glass icon), "Other Options" (with a person icon), "Manage Roles" (with a person icon), and "Logout" (with a power icon).

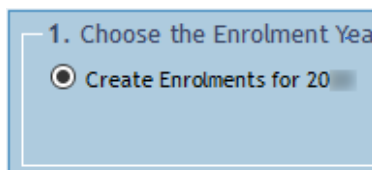
Notes:

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

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:



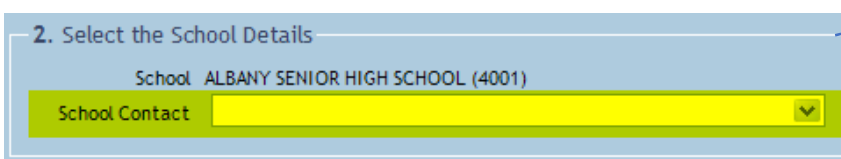
The screenshot shows a form titled "1. Choose the Enrolment Year" with two radio button options: "Create Enrolments for 20" and "Create Enrolments for 20".



The screenshot shows the same form as above, but the first radio button option, "Create Enrolments for 20", is selected.

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

Step 2 | Select the School Contact



The screenshot shows a form titled "2. Select the School Details". It includes a dropdown menu for "School" currently set to "ALBANY SENIOR HIGH SCHOOL (4001)" and another dropdown menu for "School Contact" which is highlighted in yellow.

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
- ANDERSON
- ANDERSON
- ARCHER
- ATAY
- AUBREY
- AYRE

Tick box to select ALL students.
Or
Tick box to select individual students.
Click again on the selected box to deselect a student.

Click to clear ALL selections.

[Clear Selections](#)

Notes:

1. For students to appear in SOEP they must be in Integris\SIS
 - a) Leave date must be blank.
 - b) Students in the Admissions roll must have the accepted field ticked. Accepted?
2. Students enrolling in the current year for the following year will have their academic year automatically incremented. For example, enrolling a Year 11 student this year for next year, SOEP will enrol the student as a Year 12.

Step 4 | Select a Cohort and Subject/Course

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

SS 201x
PriLang
PriSchool
Y10 201x
Y7 201x
Y8 201x
Y9 201x

2. Tick to select course.

3. Click to add.

Add Enrolments

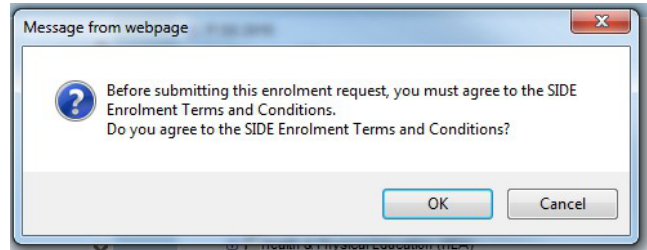
Step 5 | Submit the enrolment

4. Review and Submit Enrolments

Year	Year Group	CC	Course/Subject	Code	<input checked="" type="checkbox"/>		Print
201x	Year 11	236	LIT	AELIT	<input checked="" type="checkbox"/>		Remove
201x	Year 11	238	LIT	AELIT	<input checked="" type="checkbox"/>		
201x	Year 11	237	LIT	AELIT	<input checked="" type="checkbox"/>		

Select ALL students.
OR
Select individual students.

- 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

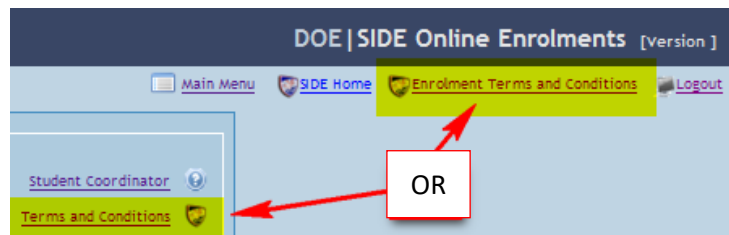
If you would like to access our Curriculum Support Program (CS) for your students, please indicate this on the timetable you send. The enrolment criteria and eligibility must be met and a form for each student must be completed: [Curriculum Support Application](#)

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

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:

Contact SIDE's Regional Coordinator (Student 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

