

Instructions for Partner Schools – Primary Languages Program

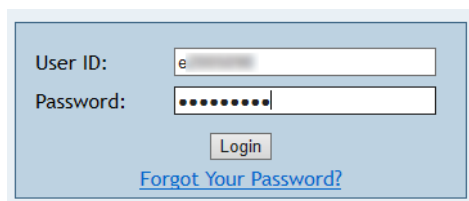
Welcome to the SIDE online Enrolment Portal. This will simplify the enrolment process for schools and allow you to track your enrolments. When the process is complete the school contact person that submitted the enrolment will receive an auto-generated email verifying a successful enrolment.

Step 1

[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 the following fields and buttons:

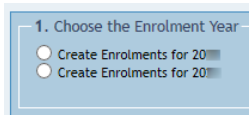
- User ID: [e [REDACTED]]
- Password: [REDACTED]
- Login button
- [Forgot Your Password?](#) link



The screenshot shows the SOEP Main Menu with the following options:

- SOE logo
- SIDE Online Enrolment (SOE) Main Menu
- Create Enrolments
- View Enrolments
- Other Options
- Manage Roles
- Logout

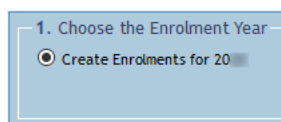
Between enrolments open in the current year and Jan 1 the following year, select the enrolment year:



The screenshot shows a form titled "1. Choose the Enrolment Year" with two radio button options:

- Create Enrolments for 20[REDACTED]
- Create Enrolments for 20[REDACTED]

After 1 January, the enrolment year option will be automatically selected.



The screenshot shows a form titled "1. Choose the Enrolment Year" with two radio button options:

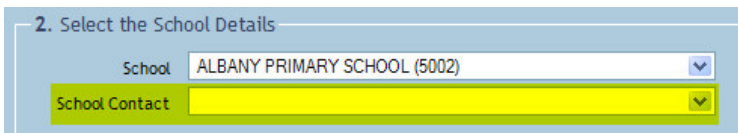
- Create Enrolments for 20[REDACTED]
- Create Enrolments for 20[REDACTED]

- School staff, according to their role, will automatically have access to SOEP.
- Some staff, e.g. Admin Assistant, will not have automatic access. To grant a staff member access, please email: helpdesk@side.wa.edu.au

Please Note:

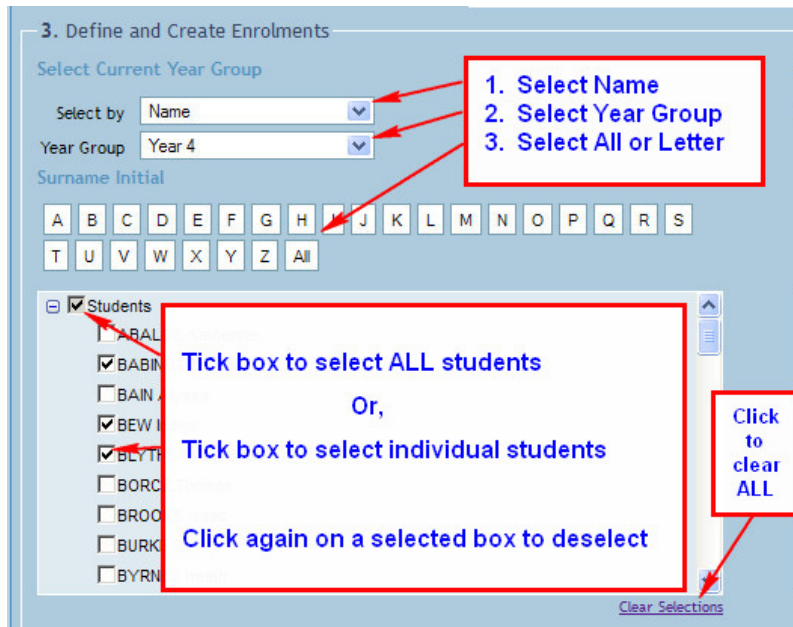
1. **If you have completed your Integris (SIS) end of year process, please do not upload enrolments through SOEP until after 1st January.**

Step 2 – Select the School Contact



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

Step 3 - Select the Students



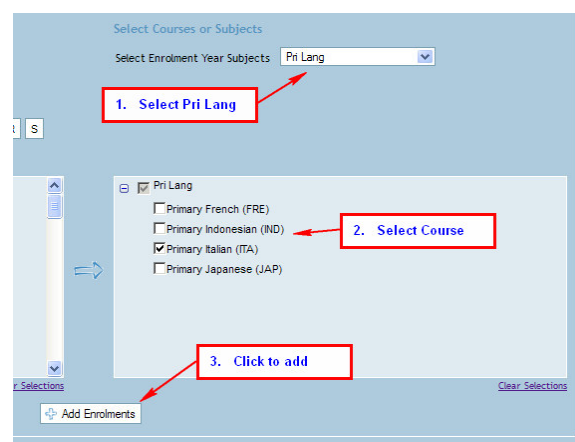
1. Select Name
2. Select Year Group
3. Select All or Letter

Tick box to select ALL students
Or,
Tick box to select individual students
Click again on a selected box to deselect

Click to clear ALL

Please Note: 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:

Step 4 – Select the Subjects

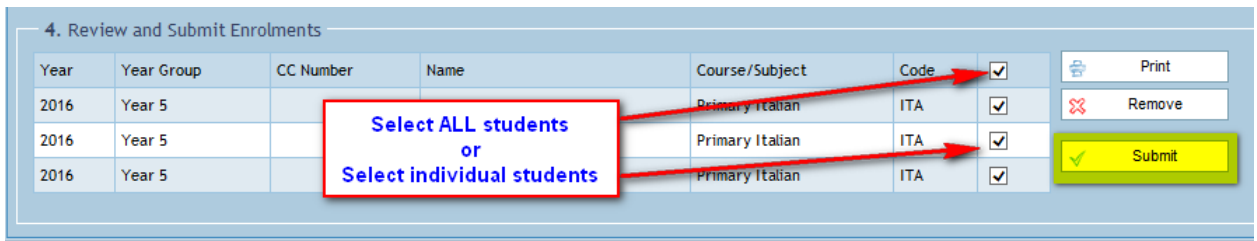


1. Select Pri Lang

2. Select Course

3. Click to add

Step 5 - Submit the Enrolment

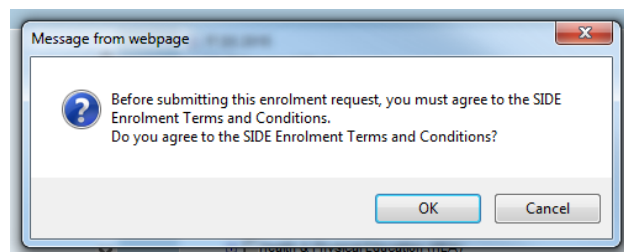


Year	Year Group	CC Number	Name	Course/Subject	Code	<input checked="" type="checkbox"/>
2016	Year 5			Primary Italian	ITA	<input checked="" type="checkbox"/>
2016	Year 5			Primary Italian	ITA	<input checked="" type="checkbox"/>
2016	Year 5			Primary Italian	ITA	<input checked="" type="checkbox"/>

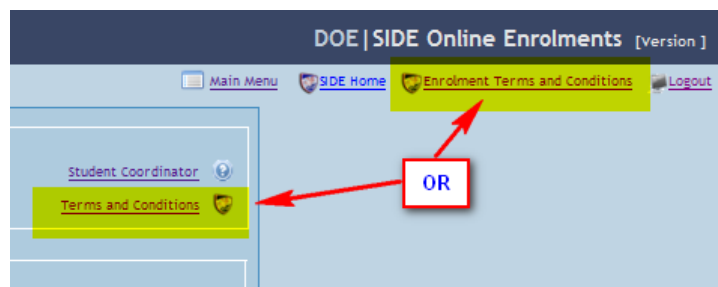
- Click on the Submit button when students have been selected (ticked). This will forward the enrolment request to SIDE for processing.
- To produce a hard copy for your records click the print button.

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 Languages HOLA on 9311 1413.

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

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