

## YEAR 11 SUBJECT SELECTIONS ONLINE INSTRUCTIONS

Please follow the steps below to access Subject Selection Online.

1. Access SSO by:
  - clicking on the link below OR
  - copying and pasting the link into your browser:

**<https://client.subjectselectiononline.com.au/?school=399ce>**

(Please note SSO is not compatible with Internet Explorer, we recommend Chrome or Firefox)

2. Enter your login details in the required fields:

**Login: firstname.surname**

**Password (Student Number): see the email sent to parents**



Login to your account

3. Once logged into SSO make subject selections by following the instructions and completing each step.
  4. If selections are blanked out or you are unable to select them, this is generally due to not having the pre-requisites for that course. You may request an override if you believe you will meet the pre-requisites by the end of the year. This sends an email to the Head of Learning Area for their consideration. You must select 6 courses that you qualify for + 2 reserves; override requests do not qualify as selections.
  5. Confirm acknowledgement of the terms and conditions of the subject Selection Process by ticking the box
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**Conditions**

- There is not guarantee that you will be able to change subjects at a later date or necessarily be able to get your top ranked choices so please make all selections including reserves very carefully.
- Your choices guide the development of the timetable. Based on the number of selections made for each subject decisions will be made about which courses will be running. Once this is decided then class groups will be created. Students may be required to re-select if subjects they have chosen do not run.
- Whilst we try to place students into their first choice subjects, for some students this may not be possible.

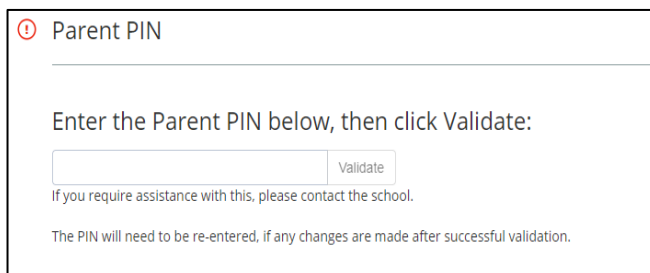
**Tick the box below to confirm the Conditions**

I have read, understood and accepted the 'Conditions'

6. When you've completed the selection process, you will be required to enter a Parent PIN, then click Validate. By entering this PIN, you are confirming your child's subject choices. Selections may be changed as many times as you wish until the SSO closing date, you will need to enter the Parent Pin every time you make a change.

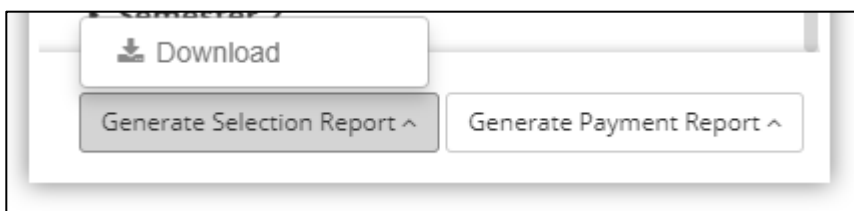
**Note: If the Parent Pin is not entered, your selections will not be recorded.**

### Parent Validation Pin: see the email sent to parents



The screenshot shows a form titled "Parent PIN" with a red warning icon. Below the title is a horizontal line. The text "Enter the Parent PIN below, then click Validate:" is followed by a text input field and a "Validate" button. Below the input field is the text "If you require assistance with this, please contact the school." and at the bottom, "The PIN will need to be re-entered, if any changes are made after successful validation."

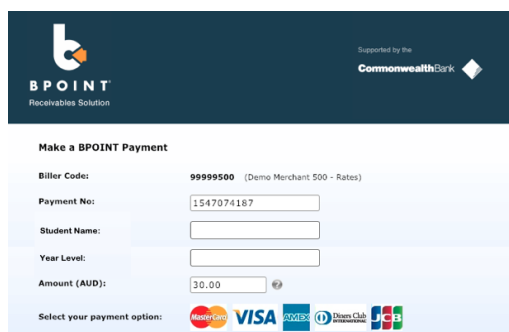
7. For your records you can print or save a Selection Report and/or a Payment Report by clicking on the links and selecting download



8. The College request a **40% deposit** to be paid via **BPOINT** at the end of the process, you are able to pay in full, otherwise you can click the below link to arrange a direct debit payment plan. For further information, please refer to the website and information booklet or you can call the front office on 9297 9700.

[http://www.ellenbrooksc.wa.edu.au/wp-content/uploads/2019/01/DDR\\_FA09.pdf](http://www.ellenbrooksc.wa.edu.au/wp-content/uploads/2019/01/DDR_FA09.pdf)

9. The BPOINT screen will automatically calculate the 40% owed for your selections.



**BPOINT**  
Receivables Solution

Supported by the  
**CommonwealthBank**

**Make a BPOINT Payment**






**Biller Code:** 99999500 (Demo Merchant 500 - Rates)

**Payment No:** 1547074187

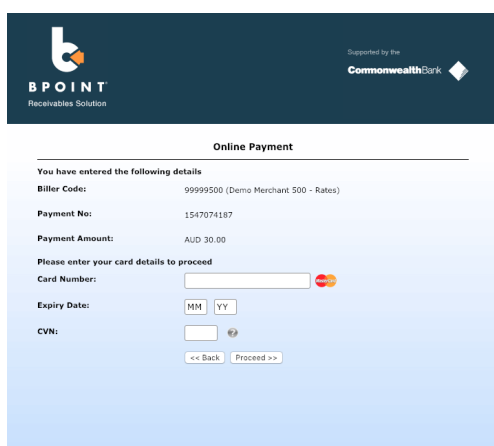
**Student Name:**

**Year Level:**

**Amount (AUD):** 30.00

Select your payment option:     

10. You will need to then enter your card details.



**BPOINT**  
Receivables Solution

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**CommonwealthBank**

**Online Payment**


You have entered the following details

**Biller Code:** 99999500 (Demo Merchant 500 - Rates)

**Payment No:** 1547074187

**Payment Amount:** AUD 30.00

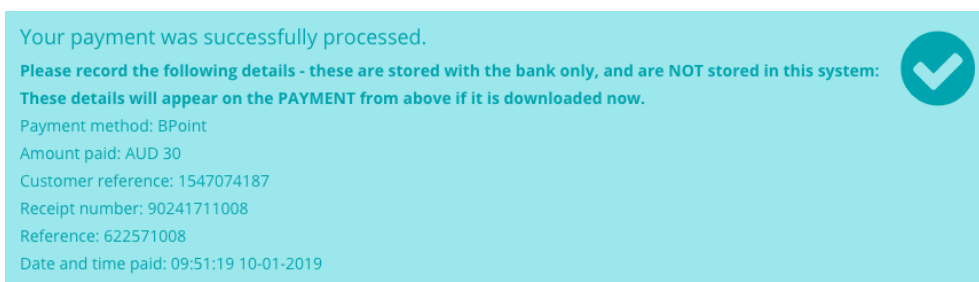
Please enter your card details to proceed


**Card Number:**  

**Expiry Date:** MM YY

**CVN:**

11. Once your payment is successful you will be returned to SSO, the screen will display a successfully processed box, please record your references.



Your payment was successfully processed. 

Please record the following details - these are stored with the bank only, and are NOT stored in this system:  
These details will appear on the PAYMENT from above if it is downloaded now.

Payment method: BPoint  
Amount paid: AUD 30  
Customer reference: 1547074187  
Receipt number: 90241711008  
Reference: 622571008  
Date and time paid: 09:51:19 10-01-2019

12. Logout – your selections will be automatically submitted. There is no “Save” button.

13. You can contact the school via email at [ellenbrook.sc@education.wa.edu.au](mailto:ellenbrook.sc@education.wa.edu.au) should you require assistance with the SSO process.

**Note: Parents and students may log in and out of the system as many times as they need to, until SSO closes, to complete their selections. The parent pin must be used to validate each time a change is made.**