



Como Secondary College

20 Bruce Street
Como WA 6152

Telephone: 9365 2000



Dear Parent / Guardian

We are pleased to advise you will be able to choose your child's elective courses for 2019 using Subject Selection Online (SSO). Selections will be available from **Friday 21st September 2018 at 4.00pm until Monday 15th October 2018 at 4.00pm.**




We encourage students and parents/guardians to discuss the selections together and to read the course selection handbook and view the course grid prior to logging on to make your selections. These provide valuable information about each course and will help you to make informed decisions. We suggest you make a note of your preferences separately and then log on to finalise your selections.

The Course Selection Handbook and Course Grid are available on our [website](#)


How To Log In

Go to the website <https://client.subjectselectiononline.com.au/?school=882GF> and log on using your student email address eg `firstname.familyname@student.education.wa.edu.au`. and your school issued Pin Number. We recommend using Google Chrome or Mozilla Firefox web browsers.

WHAT DO I DO ONCE I'VE LOGGED IN?

1. Read the information contained in the Introduction section in SSO before you begin to make your selections.
2. We encourage students and parents/guardians to discuss the selections together using the course selection handbooks which can be found on our website and in the Connect Library
3. You will need to select a preference on each line. You will see which selections you have completed correctly when they are marked with a green tick  in the left margin. If you see a red exclamation mark  this means that selection has not met the required criteria.
4. At the bottom of the screen you will see a yellow banner with instructions that need to be completed. As you complete each instruction in the yellow banner, it will disappear.
5. Once you have no yellow banner at the bottom of the screen and green ticks  you will then be able to generate your Selection Report.

Valid Selections and Printing Your Report

To generate your selection report, click the Generate Selection Report button which appears at the bottom of the 'Your Selections' panel. If you are unable to click this button, you will need to check that all first and second preferences have a green tick  and there is no yellow banner at the bottom of the screen.

FINALISING SELECTIONS

In order to finalise and submit your selections, a 50% deposit is required for high cost courses in accordance with the College's Contributions and Charges Policy.

The minimum amount required is 50% however, you can pay more if you choose. The amount you pay will be allocated towards next year's fees. If your child does not get into a specific course, the funds will be offset against other college course fees and contributions and/or refunded.

Please note: Until the 50% deposit is paid for high cost courses, your child's selections will not be confirmed and submitted to the College.

Once you have finalised payment, you can log out of the system. Scroll to the top of the page, click your name in the top right hand corner then click 'Log Out'.

WHAT DO I DO IF I NEED HELP?

If you have any queries with the logging in process or making selections, please contact the school during office hours from Monday 8th October 2018 (8.00am until 4.00pm) on 9365 2000 and ask for assistance with SSO. The team in the office will be able to direct your phone call to the appropriate person.

Yours sincerely



Grace Bradley

20th September 2018