

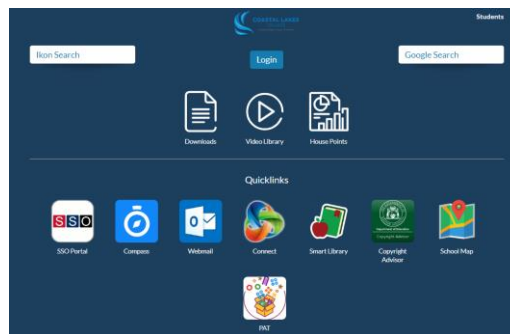


### How do I log in?

#### Step 1 – Access Student Portal

Go to the College website. Select Student Portal on the top right hand side.

From this portal, you will find links to both SSO and your Department of Education email.



#### Step 2 - Ensure you have access to your college email account.

Select webmail and ensure you can log into your email account. Your email address ends with @student.education.wa.edu.au and is the same address used to log into Compass.

***We recommend this step is completed prior to SSO opening.***

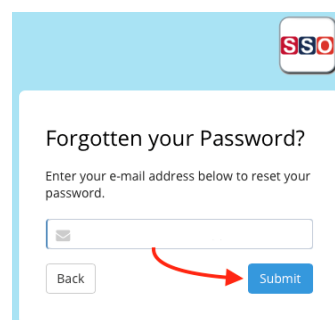
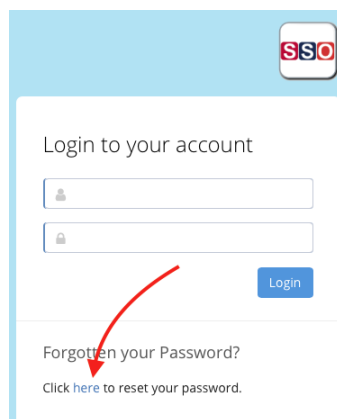
#### Step 3 – Request your SSO password – when SSO opens

You will need to go to the SSO website, by clicking the link in the student portal.

You will need to Reset your password. Select, **reset password**.

The next screen will ask for your email address. You will need to enter your Department of Education email address and then click Submit:

Your email address ends with @student.education.wa.edu.au and is the same address used to log into Compass.





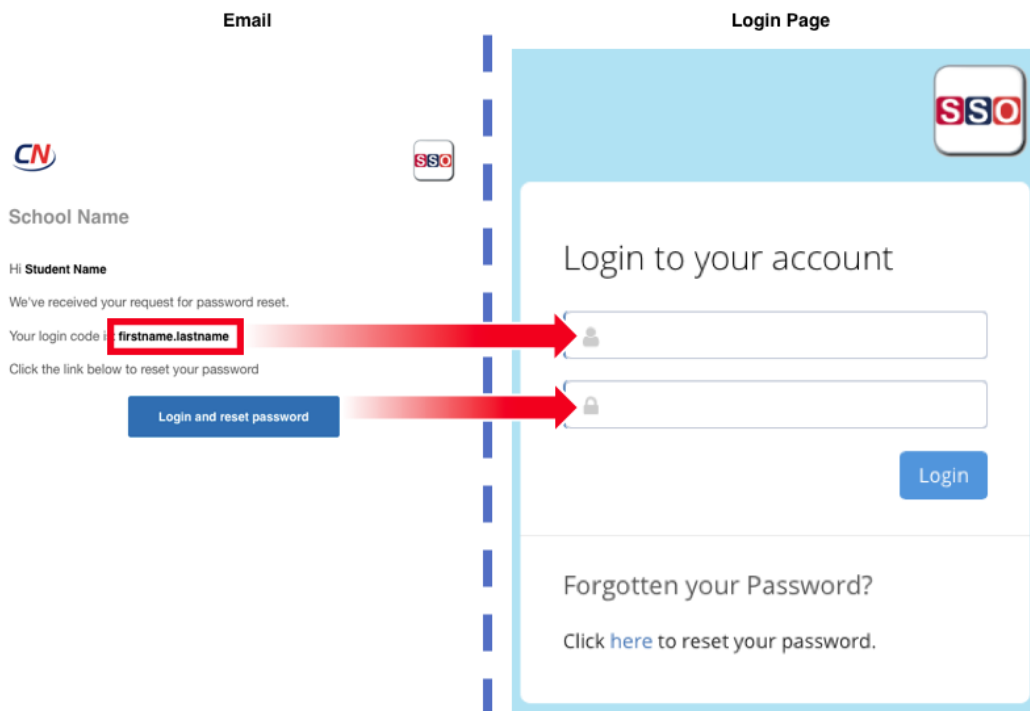
## Subject Selection Online Log in Instructions

### Step 4 – Set your SSO password

An email will be sent to the email address that was entered, if it has been entered correctly. This email will contain the login code required, and will allow you to set your own password.

### Step 5 – Log into SSO

Once you have set your SSO password, you can then log in.



### Step 6 – Select electives

Once logged in, you will need to select your electives.

Ensure that you have selected **six (6)** electives, one for each grid line.

### Step 7 – Select reserve electives

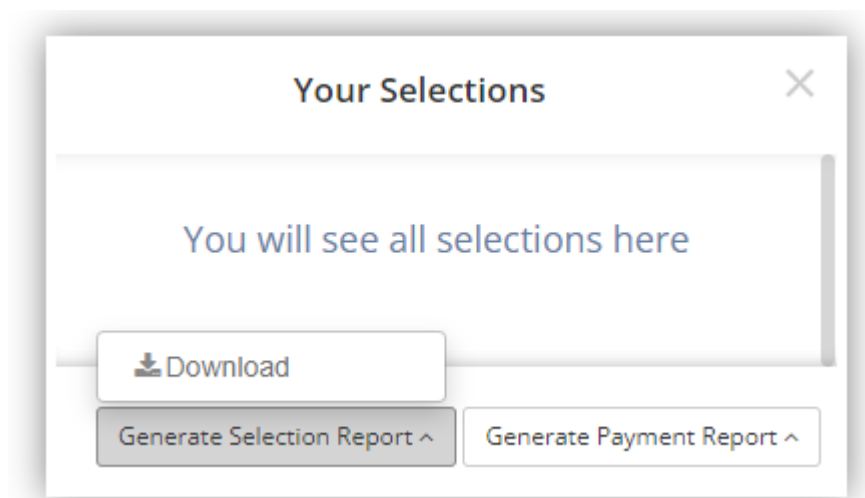
You must select your **three (3)** reserve choices. They must be in order of preference.



### Step 8 – Download selection report

You can now download the selections report from the “My selections” box on the right hand side. Please keep this for your records.

Please note: There is no save button. If you are able to generate this report, your electives have been registered.



### Step 9 – Confirm your child's electives

Your parents/caregivers will need to confirm your elective choices. The College will contact them via Compass with instructions when the elective selection deadline has passed.

#### ***Top tip!***

SSO have provided a helpful video about how students use the site, please visit [https://youtu.be/yccGk\\_8puxI](https://youtu.be/yccGk_8puxI)