

# Subject Selection Online

## Year 8 & 9 Parent Support



# Year 8 to 9 AND Year 9 to 10 Subject Selection Process



- The school uses an online tool called Subject Selection Online (SSO).
- This helps us to manage student selections and create a school timetable for next year based upon student subject choices.



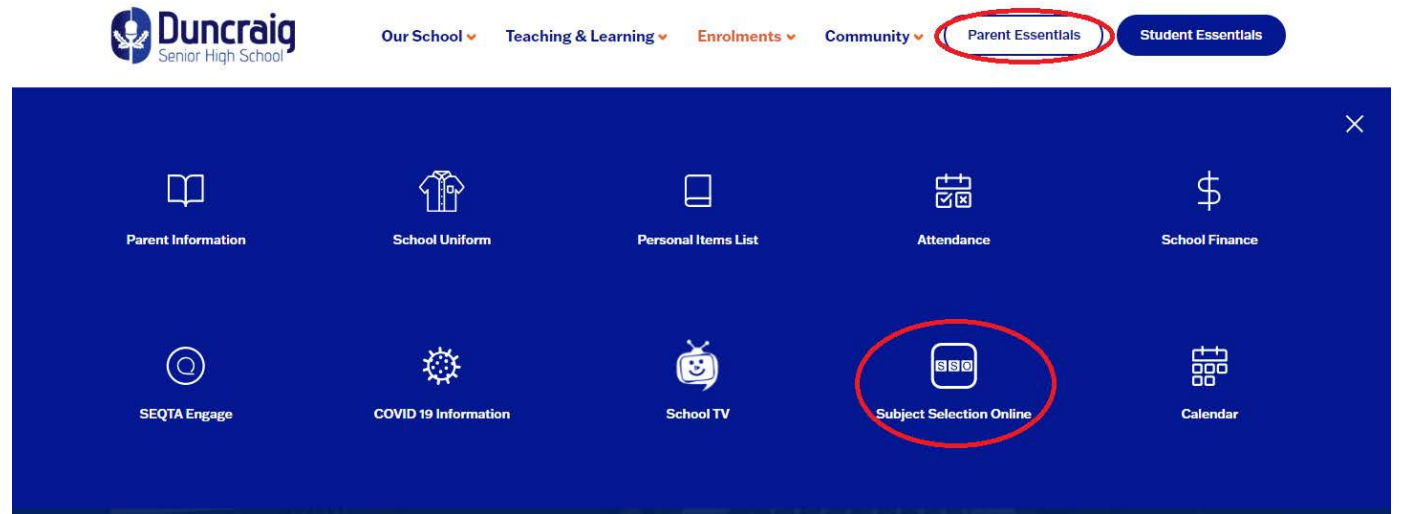
# Accessing SSO

Go to the Duncraig SHS webpage, select 'Parent Essentials' and click on 'Subject Selection Online'

or

type the address below into your browser

<https://client.subjectselectiononline.com.au/?school=w38dc>





## Welcome to the Duncraig SHS Subject Selection Online (SSO).

Option subject selections should be carefully considered as changes the following year will be very limited. Please ensure that all relevant steps of the SSO are completed.

Login to your account

Login

Forgotten your Password?

Click [here](#) to reset your password



# Enter Your Details

Enter parent email for school (PG1)



## Forgotten your Password?

Enter your e-mail address below to reset your password.

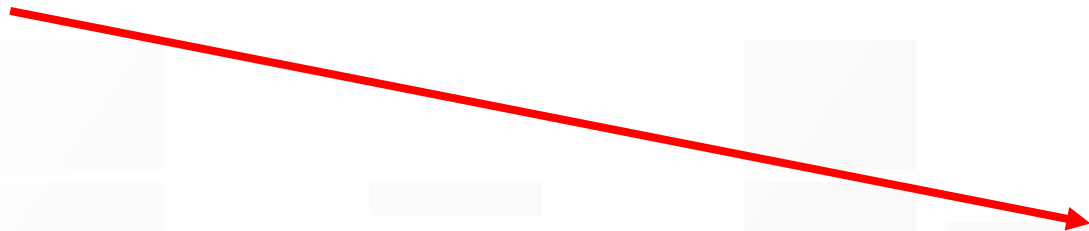
Back

Submit



# Automatic Pop Up

Click 'reset PIN', which sends email to PG1 address

A screenshot of a web page titled "Forgotten your Password?". The page prompts the user to enter their email address to reset their password. Below the input field, it states: "We've noticed that there are multiple students with the same email address for SSO. Below are the students that are linked to this email address. Please click the button for the appropriate student, to reset the required PIN." There are two student entries, each with a "Login:" field, a "Student Name:" field, and a button that says "Click here to reset PIN for this Student". The top button is circled in red. At the bottom of the page are "Back" and "Submit" buttons.

Forgotten your Password?

Enter your e-mail address below to reset your password.



# Check Your Email (including junk folder)

Email received from SSO

NOTE **your** login code  
(4 digit number)

Click on blue button to  
login and reset password

## Reset Password

SSO <no-reply@countrynet.net.au>  
Tue 20/07/2021 12:32 PM  
To: 4547



**Duncraig Senior High School**

Hi **Name**

We've received your request for password reset.

Your login code is: **1234**

Click the link below to reset your password

**Login and reset password**





Home > Change Password

Once you click on the blue button you will get this screen

Reset password here

### STUDENT CHANGE PASSWORD

New Password

Re-type New Password

Reset

Change Password



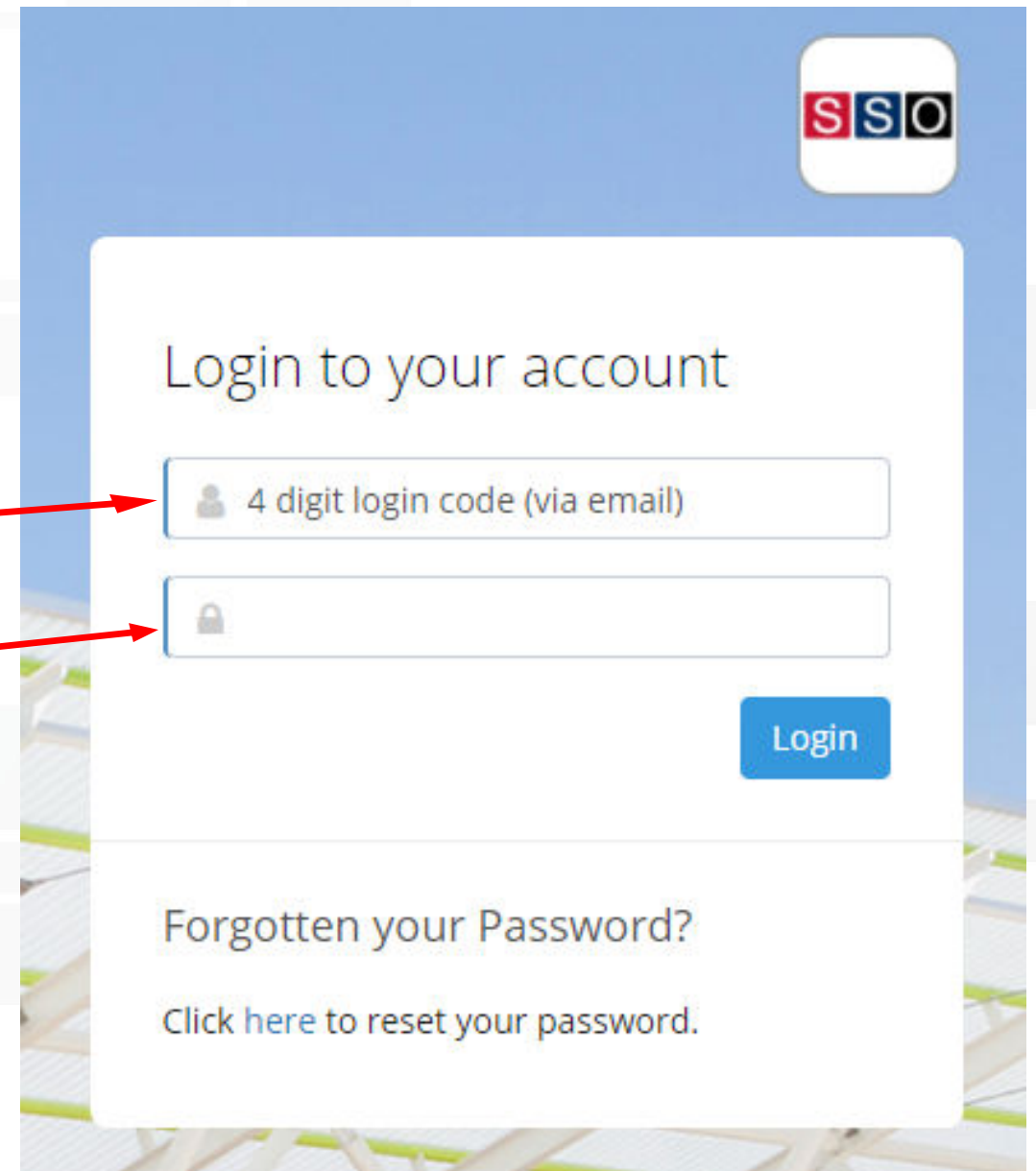


# Login Page to Access SSO

Automatically taken back to SSO login page

Remember to use the **4 digit code** sent to your email for username

Enter the new password that you chose



The screenshot shows a login page with a blue header containing the SSO logo. The main content area is white and contains the following elements:

- Header: SSO logo
- Title: Login to your account
- Username field: A text input field with a person icon and the placeholder text "4 digit login code (via email)". A red arrow points from the text "4 digit code" in the left column to this field.
- Password field: A text input field with a lock icon. A red arrow points from the text "Enter the new password" in the left column to this field.
- Login button: A blue button with the text "Login".
- Forgot Password link: Text "Forgotten your Password?" followed by "Click [here](#) to reset your password."



# SSO Welcome Screen

**PLEASE TAKE TIME TO READ THE INFORMATION AND INSTRUCTIONS ON EACH PAGE**



## Welcome to ELECTIVES SELECTION for YEAR X (202X)

Please carefully read the [Lower School Course Information Handbook](#) for general information and subject descriptions.

Select **GENERAL** or your Specialist Program below. A green dot indicates you can select that program, if there is an error please contact the school on 6241 5400

**DOWNLOAD AND READ HANDBOOK**



# Pathway and Compulsory Subjects

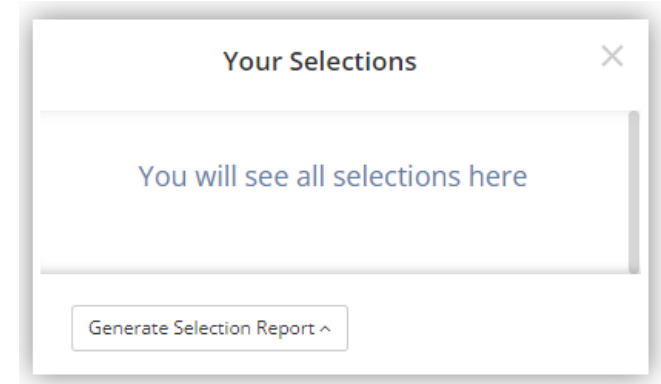
Please carefully read the [Lower School Course Information Handbook](#) for general information and subject descriptions.

Select **GENERAL** or your **Specialist Program** below. A green dot indicates you can select that program, if there is an error please contact the school on 6241 5400

- 09MP Year 9 Music Program
- 09GP Year 9 General Program
- 09TP Year 9 Triathlon Program

← **SELECT WHICH PROGRAM STUDENT IS FOLLOWING – SELECT GREEN DOT**

→ Next Section



## GENERAL PROGRAM OPTIONS SELECTION

### ! COMPULSORY SUBJECTS

*Each student will complete General Physical Education and a Language. Physical Education selections have been automatically selected. Please tick the Languages option which is based on your previous years study.*

- 09PE1 General Physical Education 9.1 (cost approx \$14.50) ⓘ
- 09PE2 General Physical Education 9.2 (cost approx \$14.50) ⓘ
- 09LF1 French 9.1 (cost approx \$15.00)
- 09LF2 French 9.2 (cost approx \$15.00)

## OPTIONAL SUBJECT CHOICES

Please select two options for Semester One and two options for Semester Two.

**NOTE: Over the year (Semester One and Two) you must choose one Arts subject (A) and one Technology and Enterprise/Science subject (T).**



### ⓘ Semester One choice one

Click here to show selections...

### ⓘ Semester One choice two

Click here to show selections...

### ⓘ Semester Two choice one

Click here to show selections...

### ⓘ Semester Two choice two

Click here to show selections...

## RESERVE CHOICES

Please choose a reserve subject for Semester One and Semester Two. These choices will only be used if there is an issue with your previous choices.

### ⓘ RESERVE Semester One

Click here to show selections...

### ⓘ RESERVE Semester Two

Click here to show selections...

[→ Next Section](#)

You must choose from 1 to 3 Arts subjects over the year.

You must choose from 1 to 3 Technology subjects over the year.

MAKE ELECTIVE SELECTIONS FOR BOTH SEMESTERS HERE

DON'T FORGET TO SELECT RESERVE CHOICES

IF YOU GET A YELLOW BANNER AT THE FOOT OF THE SCREEN, YOU MUST MAKE APPROPRIATE SELECTIONS

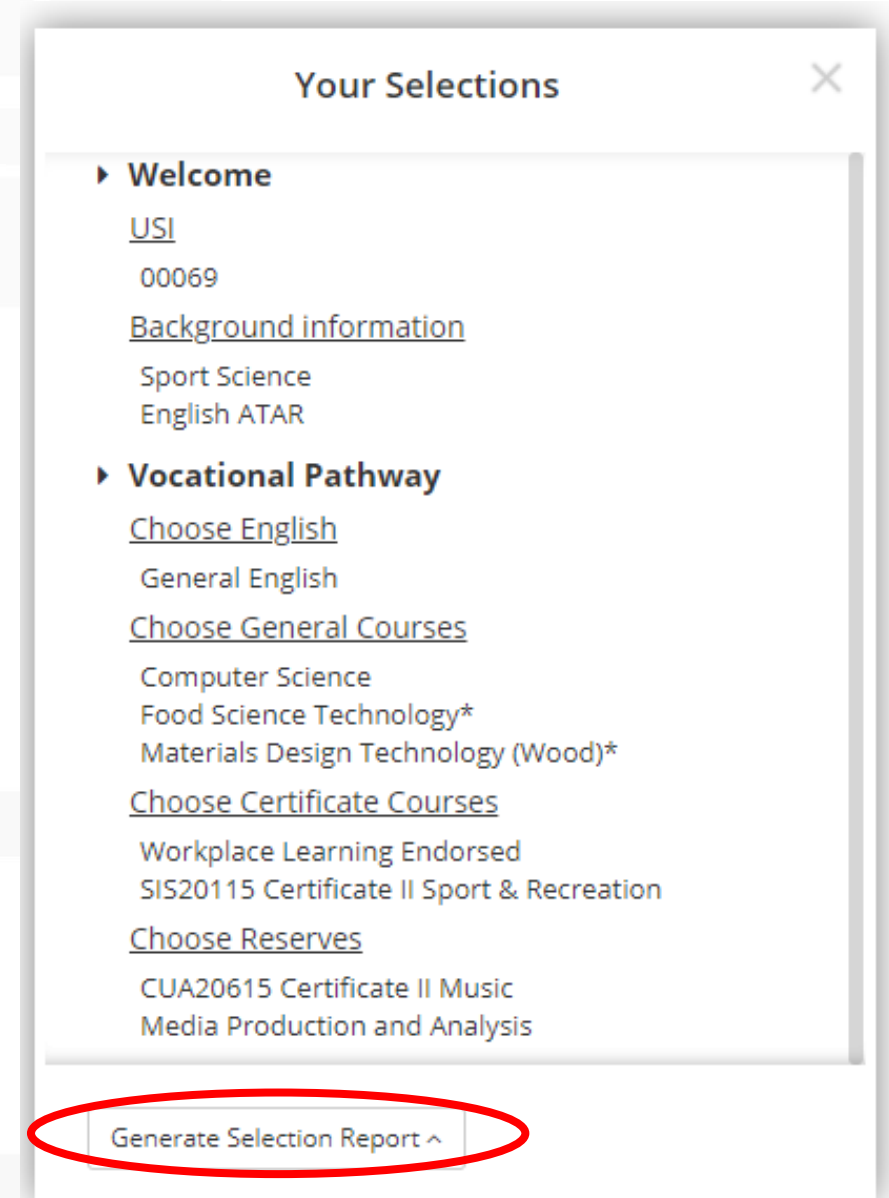


# Selection Summary

On the right-hand-side of the SSO screen a box will populate with your current selections

Once the selection process has been finalised, you need to generate the selection report

This will not be possible if there are any errors or missing information – look for the yellow warning bar at the foot of the page



The screenshot shows a window titled "Your Selections" with a close button (X) in the top right corner. The window contains a list of selections under three main sections:

- Welcome**
  - USI
    - 00069
  - Background information
    - Sport Science
    - English ATAR
- Vocational Pathway**
  - Choose English
    - General English
  - Choose General Courses
    - Computer Science
    - Food Science Technology\*
    - Materials Design Technology (Wood)\*
  - Choose Certificate Courses
    - Workplace Learning Endorsed
    - SIS20115 Certificate II Sport & Recreation
  - Choose Reserves
    - CUA20615 Certificate II Music
    - Media Production and Analysis

At the bottom of the window, there is a button labeled "Generate Selection Report ^" which is circled in red.



**Duncraig Senior High School**

Selection for Year 9, 2024

Student Name: Y9/10 test student

Student Code: 0001

Home Group:

Report Created: June 9, 2023, 1:52 pm

Welcome

- **Program Selection**
  - Year 9 Triathlon Program

Triathlon Program

- **COMPULSORY SUBJECTS**
  - General Phys Ed Triathlon 9.1
  - General Phys Ed Triathlon 9.2
  - Triathlon 9.1
  - Triathlon 9.2
- **Semester 1 choice 1**
  - Drama 9.1 (A)
- **Semester 1 choice 2**
  - Physical Recreation 9.1
- **Semester 2 choice 1**
  - Mechanical Workshop 9.2 (T)
- **Semester 2 choice 2**
  - Dance 9.2 (A)
- **RESERVE Semester One**
  - Woodwork 9.1 (T)
- **RESERVE Semester Two**
  - Photography 9.2 (A)

I, Y9/10 test student confirm these are my selections

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: I approve my child's selections

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF ONLY: Checked by staff member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please print off and sign the report

This report must then be returned  
to Form Teacher by the end of  
Week 2, Term 3

# THANK YOU

If you have any issues, please contact the  
school on:

6241 5400

