

Help Sheet – How to login in Subject Selection Online (SSO) for the first time.

Please follow these steps carefully before you phone Administration requesting help.

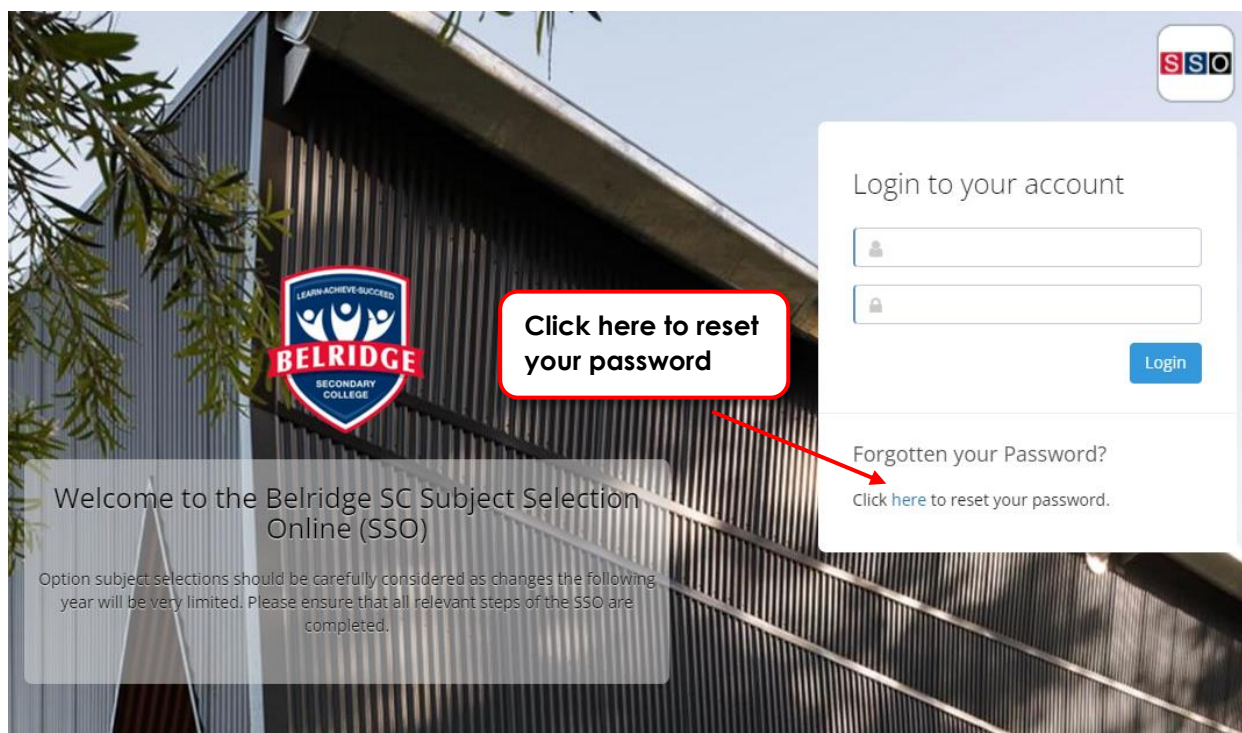
1. Go to the SSO login page:

<https://client.subjectselectiononline.com.au/?school=rqqq2>

You can also locate the SSO login via the Belridge SC website – selecting Curriculum / Course Selection Process Year 9 to 12 and clicking on the SSO link.



Follow the prompt to **RESET** your password.

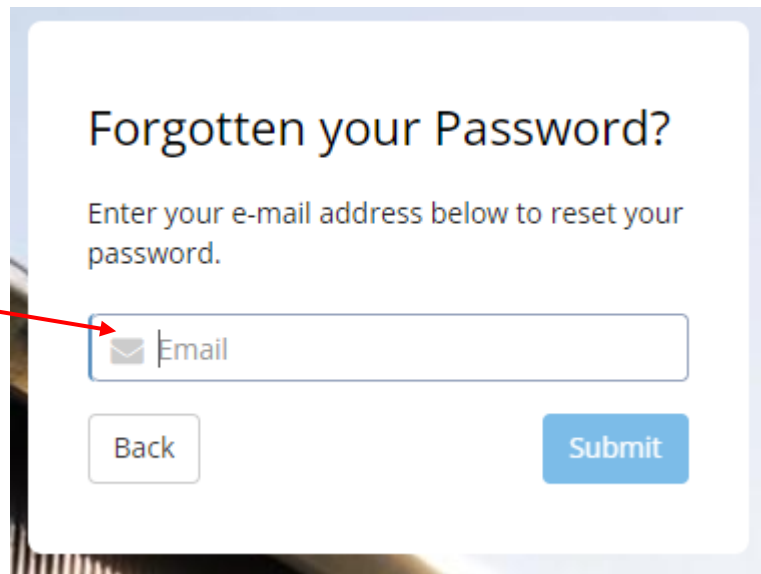
A screenshot of the SSO login page overlaid on a background image of a school building. The page features a "Login to your account" form with fields for username and password, and a "Login" button. Below the form is a link for "Forgotten your Password?". A red callout box with the text "Click here to reset your password" has an arrow pointing to the "Forgotten your Password?" link. A semi-transparent grey box in the bottom left contains a welcome message and a note about subject selection options.

Welcome to the Belridge SC Subject Selection Online (SSO)

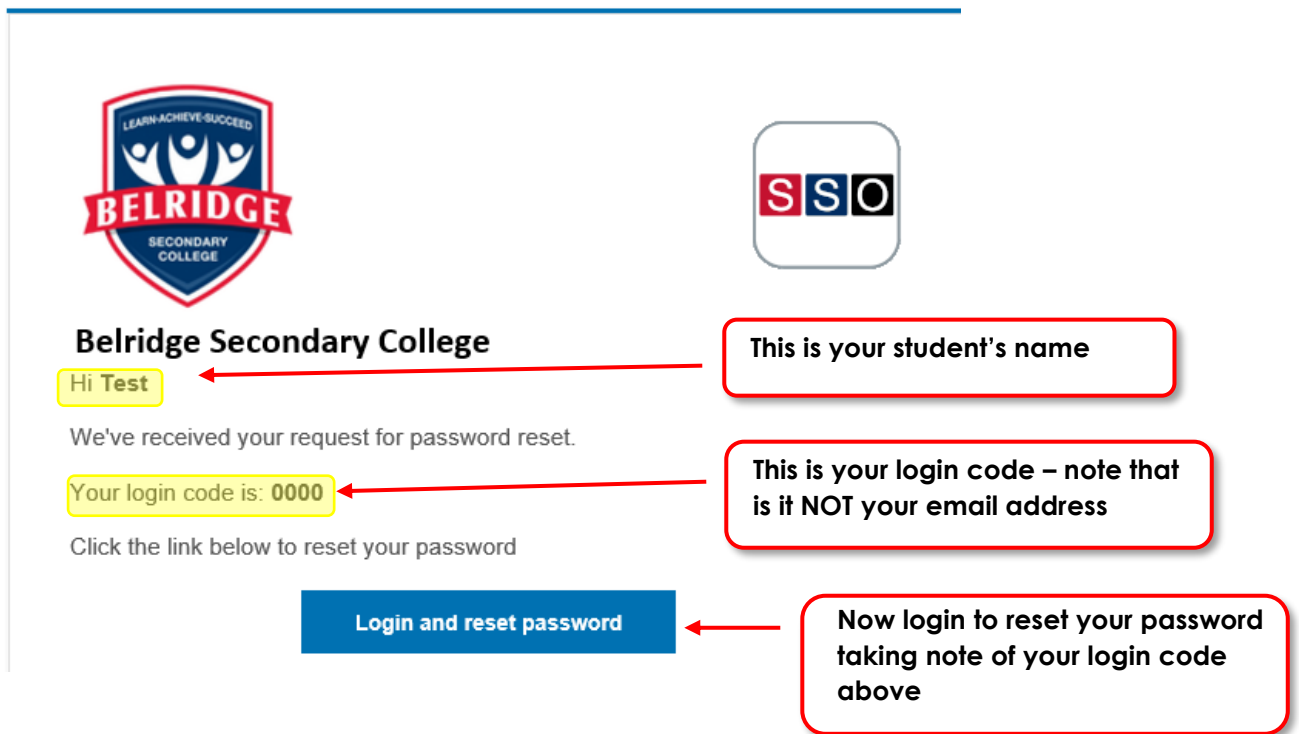
Option subject selections should be carefully considered as changes the following year will be very limited. Please ensure that all relevant steps of the SSO are completed.

2. When prompted you need to enter the PG1 (parent/guardian 1) email address linked to your student's information.

Enter your email (PG1) to request a password reset



3. An email will be sent to the email address that was entered, if it has been entered correctly. Allow a few minutes for this to arrive and check your junk folder if you cannot find it. Write down the login code (a 4-digit number – see below example) as this is what you will use to login to SSO allowing you to set your own password.



Belridge Secondary College

Hi Test

We've received your request for password reset.

Your login code is: 0000

Click the link below to reset your password

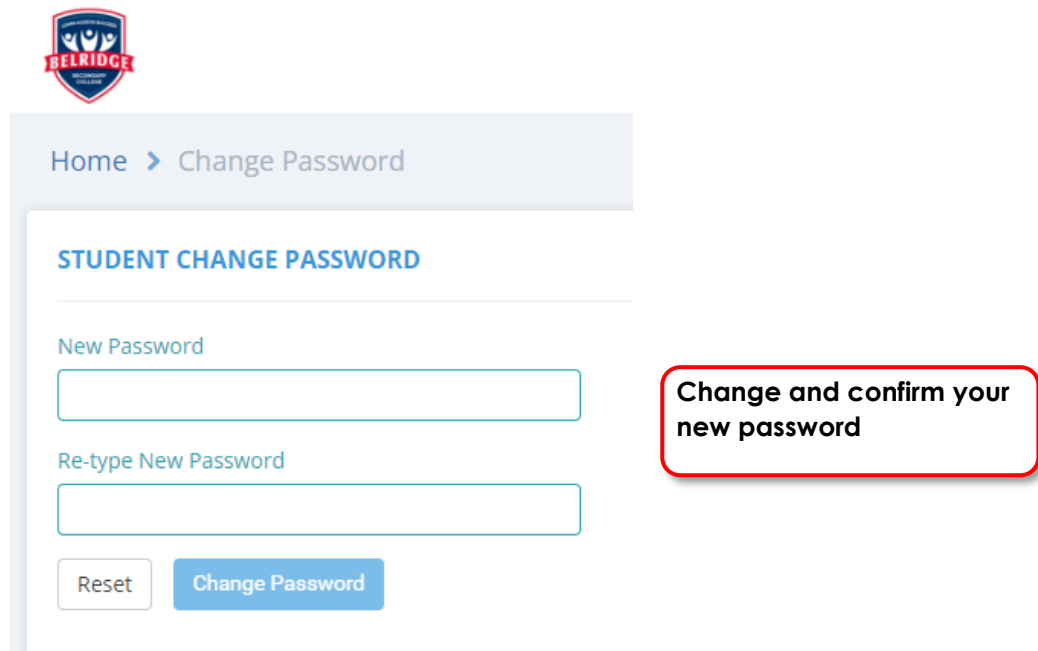
Login and reset password

This is your student's name

This is your login code – note that is it NOT your email address

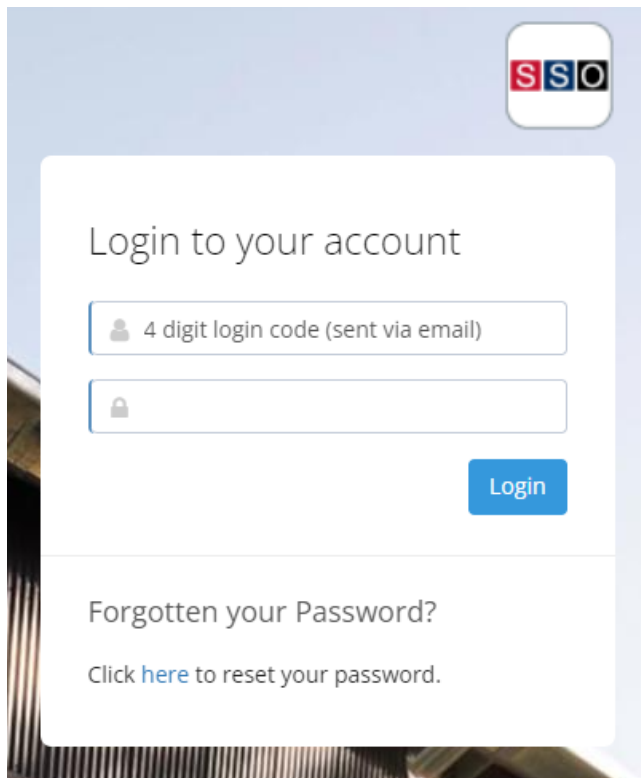
Now login to reset your password taking note of your login code above

4. You will now be prompted (see below) to set your new password.



The screenshot shows the Belridge logo at the top left. Below it is a breadcrumb trail: Home > Change Password. The main heading is "STUDENT CHANGE PASSWORD". There are two input fields: "New Password" and "Re-type New Password". Below these fields are two buttons: "Reset" and "Change Password". A red-bordered callout box on the right contains the text: "Change and confirm your new password".

5. You can now login into your SSO account using your student number and new password.



The screenshot shows the SSO logo in the top right corner. The main heading is "Login to your account". There are two input fields: the first is labeled "4 digit login code (sent via email)" and the second is a password field with a lock icon. Below these fields is a blue "Login" button. At the bottom, there is a link for "Forgotten your Password?" with the text "Click [here](#) to reset your password."

6. You will now have access to the SSO. Follow the prompts to select your option courses for 2024.

If you are still having problems, please contact Administration.

Carlos Notarpietro
Associate Principal

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