

## ONLINE ENROLMENT REGISTRATION GUIDE FOR OLD STUDENTS

### **STEP 1 Update Student Information Record (SIR)**

Visit [wsosonline.net](http://wsosonline.net) to update the information record of the student. Go to Student Personal Record Tab and Click Update Student Information link to access the form to update student record. Follow the online instructions and fill out all the fields that requires information about the student. An updated SIR is your avenue to access the online Pre-enrolment Registration Form. *Remember, "NO Updated Student Information Record, NO Pre-Enrolment Registration".*

#### REQUIREMENTS:

1. Learner's Reference Number or LRN is needed to access the application.
2. Valid Phone number and Email.

After a successful update/submission, the student/encoder will receive a system generated acknowledgement through Email.

### **STEP 2 Pre-Enrollment Registration**

Visit the same website and proceed to the Enrolment Tab and Click the Enrolment link. Find time to read and print the enrolment agreement, applicable waivers and other pertinent information/documents before filling out the pre-enrolment form. The schedule of matriculations and other school fees is automatically calculated and generated in the pre-enrolment form.

After a successful submission the student/encoder will receive a confirmation letter through Email.

### **STEP 3 Pay the required Upon Enrolment Fee**

After a successful submission of the Pre-Enrolment Registration, choose your desired option to settle the Upon Enrolment Fee. You may choose to pay online (*the Bank Details can be found from the Confirmation Email sent to the parent/encoder/student*) or go to the Cashier's Office of the school. Payment of the UE will complete the process of the Enrollment.