

Web Preferences Access Guide



Student: NAME

House: ###

Student Code: ###

Year Level: ###

Home Group: ###

Roll Class: ###

The following steps outline how to enter your subject preferences online.

1 Internet Access	<p>You will need a computer with an internet connection and a printer.</p> <p>We recommend using Google Chrome or Firefox.</p>
2 Log In	<p>Log in to www.selectmysubjects.com.au/student using:</p> <p style="text-align: center;">Student Access Code: CL420-#####-##### Password: #####</p>
3 Home Page	<p>To view your subject information click "View Subject Details" at the top right of the screen.</p> <p>To select/change your preferences, click "Add New Preferences" at the top right of the screen.</p>
4 Preference Selection	<p>Select your subjects from the drop down lists, you have 30 minutes to do so.</p> <p>Once complete, click "Proceed".</p> <p>Note: You are not finished yet.</p>
5 Preference Validation	<p>If you are happy with your preferences click "Submit Valid Preferences" which will open your "Preference Receipt".</p> <p>Or if you would like to make changes to your preferences click "Cancel" and this will take you back to the Preference Selection page.</p>
6 Preference Receipt	<p>You can print your "Preference Receipt" by clicking "Open Print View" and clicking "Print Receipt".</p> <p>To continue click "Return to Home Page". If you want to change your preferences, repeat the process by clicking "Add New Preferences", otherwise exit by clicking "Log Out". End of steps.</p>