

Web Preferences Access Guide



V A L L E Y V I E W
S E C O N D A R Y S C H O O L
— Every Student Matters —

Student: AAA AATEST

House: Student Code: AAA
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>Student Access Code: xxxxxxxxxxxx Password: xxxxxx</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>