

Web Preferences Access Guide

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Home Group: Timetabling Solutions

House:

Year Level:

Roll Class:

Introduction

Web Preferences is a web application that allows students to enter their subject preferences on-line. This Access Guide details the procedures to access and use Web Preferences.

Before you begin, make sure that you have access to a computer that has the following:

- An Internet Connection.
- A web browser (Microsoft Internet Explorer 6.0 or higher).
- Access to a printer.

Step One - Accessing Web Preferences

To use Web Preferences open your web browser and go to the following internet site.

<https://www.webpreferences.com.au>

Click on the button "Access Web Preferences Student Portal" to access the Login page.

Step Two - Logging into Web Preferences

To login enter the Student Access Code and Password below. Note the entries are case sensitive.

Student Access Code: TI702-1180-126588

Password: 7O3C9S

Then click on the button "Enter the Web Preferences Student Portal".

If there is an error in entering either the Student Code or Password, an error message in red text will be displayed at the bottom of the page.

Step Three – Selecting Preferences

To view a list of the subjects available for selection and any personal restrictions click on the "View Subject Details" button. To continue click on the button "Return to Home Page".

To select or change your preferences click on the "Add New Preferences" button. An Initial Instructions page may appear, once you have read these instructions click the "Continue" button.

On the Preference Selection page, follow the instruction on this page to select subjects from the drop down list boxes. When you have finished, click on the "Submit Selected Preferences" button.

Step Four – Validating Preferences

The "Preference Validation" page will display all your preferences in the order you selected them. If you are happy with your preferences then continue by clicking the "Submit Valid Preferences" button which will open a page titled "Preference Receipt". Alternatively if you would like to make changes to the preferences entered click on the "Cancel" button this will take you back to the Preference Selection page.

Step Five – Finishing Up

You can print your "Preference Receipt" page by clicking on the "Open Print View" button and clicking the "Print Receipt" button. Sign the printed receipt and return it to your school. To continue click on the "Return to Home Page" button. If you want to change your preferences, repeat the process by clicking the "Add New Preferences" button, otherwise exit by clicking the "Log out" button.