

# Additional User Access Guide



Name: \_\_\_\_\_

The following steps outline how to enter subject preferences on behalf of students.

<b>1</b> <b>Internet Access</b>	You will need a computer with an internet connection and a printer. You may use Internet Explorer 6.0 or above, Firefox or Google Chrome.
<b>2</b> <b>Login</b>	Login to <a href="http://www.webpreferences.com.au/management">www.webpreferences.com.au/management</a> using:  Username: Password:
<b>3</b> <b>Students</b>	To view student details click the relevant Student Group Name on the left of the screen. Click " <b>Students</b> " at the top of the screen. Click on the Student Access Code for a student on the left of the screen. Here, student information can be edited. Click " <b>Student Portal</b> " on the right of the screen.
<b>4</b> <b>Student Portal</b>	Both your name and the student's name appear at the top of the screen. Click " <b>Add New Preferences</b> " at the top left of the screen. Select subjects for the student from the drop down lists, you have 30 minutes to do so. Once completed, click " <b>Submit Selected Preferences</b> ".
<b>5</b> <b>Preference Validation</b>	If the preferences are correct, click " <b>Submit Valid Preferences</b> ". Or if you would like to make changes to the preferences click " <b>Cancel</b> " and this will take you back to the Preference Selection page.
<b>6</b> <b>Preference Receipt</b>	You can print the "Preference Receipt" by clicking " <b>Open Print View</b> " and clicking " <b>Print Receipt</b> ". The receipt will show that you have submitted on behalf of the student. Click " <b>Logout</b> " and close the Student Portal.