Rearranging Preference Choices (Undergraduate Only)

This guide will cover:

- How to complete the process rearranging preference choices for Undergraduate applications only.

Step One

Use the global search to locate the contact record of the applicant.

REMEMBER: You can search for a contact by using one of the following fields:
- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

TIP: Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

Step Two

Navigate to the button at the top-right corner of the page and select Applications.

Step Three

Select the application record being modified by clicking the button and select View.
Step Four

Click [Edit].

Step Five

Scroll down to the Undergraduate Information Section.

Step Six

Rearrange the preference choices as needed. Clear the field and search for/type in name of program.

Step Seven

Click [Save] to complete the process.