Changing preferences in a SATAC application

Log into your application via My Application	• You will need your username and password • Choose **Change Preferences** from the services menu • A change of preference includes changes to the order of existing preferences, the addition of new preferences, or the deletion of preferences in an application
You can add new preferences to your application	• You can list up to six (6) preferences in your application • Check the course entry details carefully for closing dates and additional application requirements • List courses in order of interest, with 1 being the course you'd most like to study
You can reorder or delete preferences in your application	• Use lower preferences as a "safety net", and list courses you'd consider studying should you not be made an offer to your first preference • List semester 1 courses above courses that start later in the year • Be mindful of change of preference deadlines
Don't forget to Save your changes	• You'll receive an email confirming your change of preference, check it carefully

Changing preferences after receiving an offer

Check and, if necessary, respond to your offer	• Choose **Offer Status** from the services menu • 1st preference offers are accepted automatically • If your offer is to a lower preference, enter your response
Change your preferences	• Choose **Change Preferences** from the services menu • Add new, or reorder existing, preferences above your offered course so they can be considered in the next scheduled offer round • After a preference change you should check the response to your offer, and change it if necessary • If you're made an offer to a course, you can no longer delete that preference
Check or change the response to your offer	• After changing preferences you may need to change the response to your offer in **Offer Status** • Choose a response option that indicates you *'still wish to be considered for your higher preferences'*