



Using T.O.O.L.S to enter Option Choices

Use URL, username and password provided to you in the options email to login to T.O.O.L.S

There are then three steps to complete.

Step 1:

- Select ONE choice from the list of subjects
- Then click Next

Note: you will have the option to select more than one of these subjects on the next screen.

Step 2:

- Select your next TWO choices by entering 2 & 3 into the relevant subject boxes.
- Then select your RESERVE choice by entering R for that subject (reserves will only be used to resolve clashes).
- Then click Submit

Note: You can clear or reset the form at any time using the buttons below the choices.

Subject	Choice
3D Product Des. (3DA)	R
Business (Bus)	
Computing (Com)	Already selected
Drama (Dra)	
Fine Art (FIA)	
Food Pr. & Nu. (Foo)	
Geography (Geo)	2
Graphics (GrA)	
History (His)	
Mandarin (Man)	3
Media (Med)	
Music (Mus)	
Physical Ed. (PE)	
Spanish (Spa)	

Step 3:

- All four of your choices will be presented back to you to check and you can click on the button to go back and change them if needed.
- Once correct, enter a Y into the answer box to confirm you have only selected one of the Arts subjects.
- Then click Confirm Choices.

Choice No.	Subject chosen
1	Computing
2	Business
3	Fine Art
R	Media

You will then receive the following message to confirm your choices have been saved: