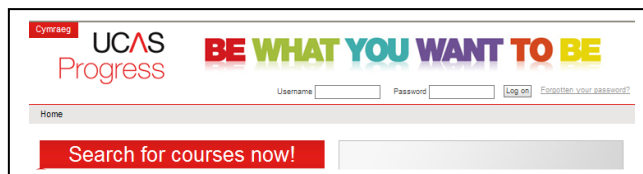


# Getting started with Search – the online area wide prospectus – student guide

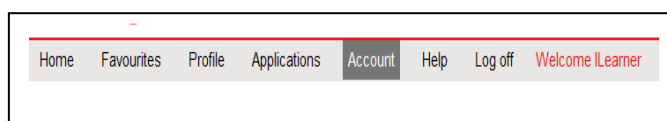
Applications for post 16 courses will be made online through the website [www.ucasprogress.com](http://www.ucasprogress.com) know locally as Search and Apply

**Step 1** – Visit [www.ucasprogress.com](http://www.ucasprogress.com) and use your user name and temporary password given to you by your teacher to log in for the first time.



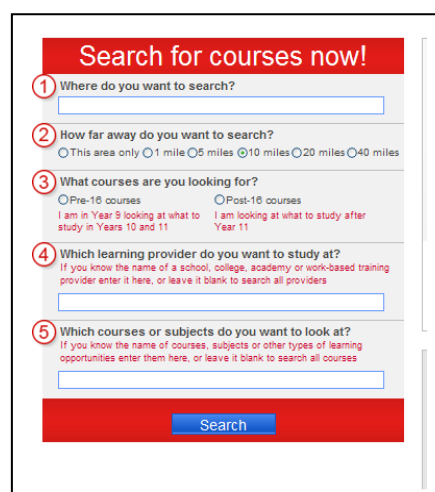
**Step 2** – Set your new password as instructed on the site.

**Step 3** – If you want to reset your username and password click on **Account**

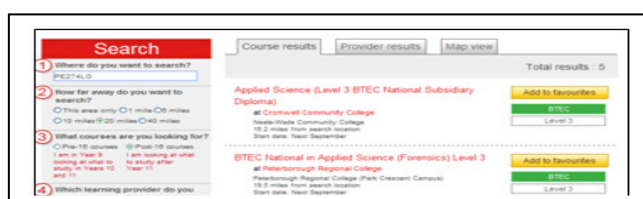


**Step 4** – Start to search for courses by clicking on **Home** and looking through the **area wide prospectus**

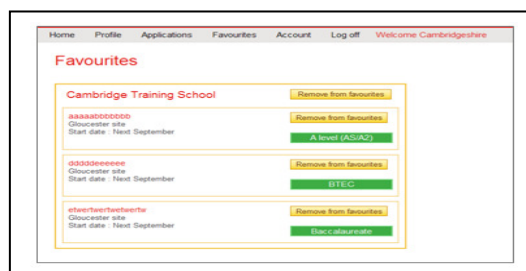
1. Type in your post code
2. Click on how many miles you are prepared to travel to study.
3. Click post - 16 courses
4. If you want to search for a particular place (college or sixth form provider) type in the name.
5. If you want to search for a particular subject, type in the name.
6. Click on Search



**Step 5** – Use the site to find out information about courses and providers through the links that you are given on the site.



**Step 6** – Click the yellow button to add the courses that you are interested in and these will be saved into your 'Favourites'

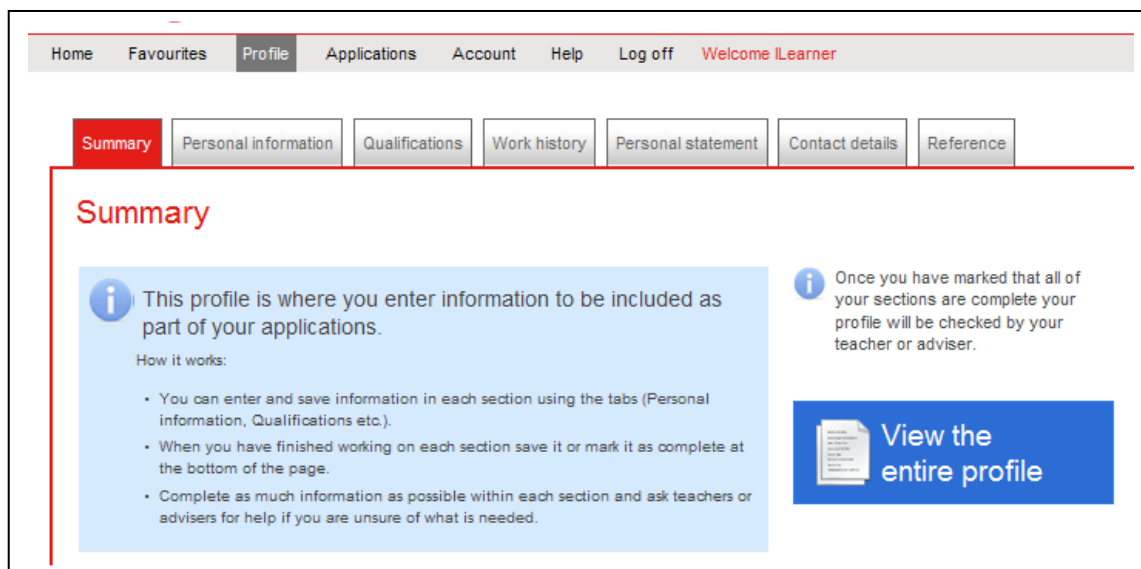


**You can use Search at anytime without a login but you will not be able to save courses to 'Favourites'**

An application will consist of 2 parts – your provider and course choices and your profile.

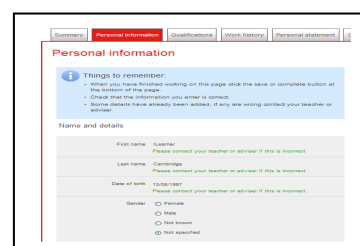
## Getting Started with the online application process Apply – student guide

So let's complete your profile!

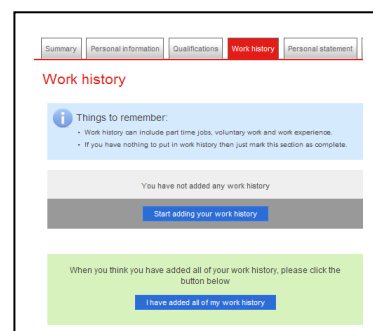


The summary will tell you what you must do to complete your profile, so work your way through each section and follow the instructions. You will be able to save everything you add, but you will always be able to go back and change it even though you have saved it as complete. **Remember to press 'save' after each section.**

**Step 7** – Complete the unpopulated sections of your personal profile

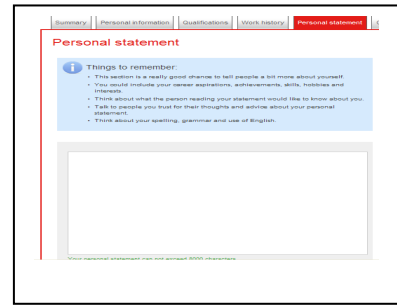


**Step 8** – The Qualification part of your profile will be completed by your school.

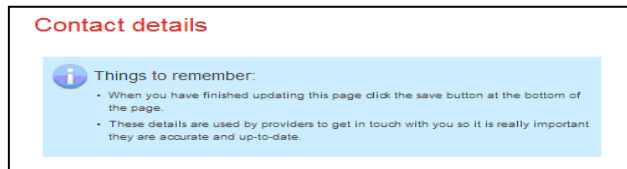


**Step 9** – Add any experience of work you have done, either in school or outside of school.

**Step 10** – Complete your personal statement by writing it in a word document and then cutting and pasting it into the Personal Statement section.



**Step 11** – Complete your profile Information by checking that your contact details are up to date.



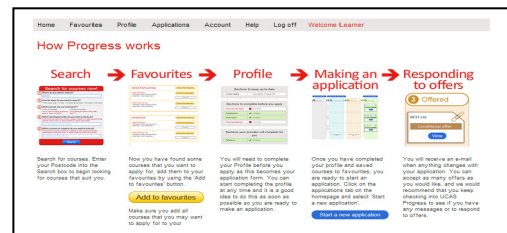
**Your reference will be attached by your school, and this will complete your profile.**

### Next steps?

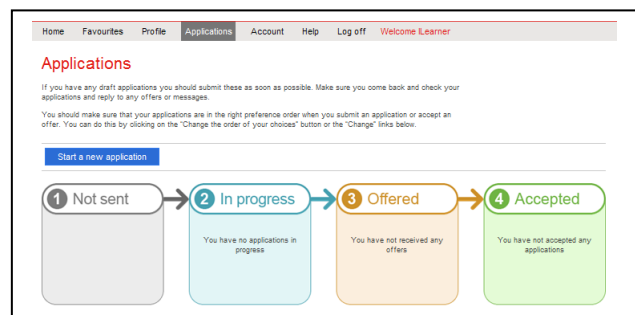
Your teachers will tell you when you can make an application. The courses to apply for will be taken from the **favourites** part of the site.

**APPLY** – making an application with [www.ucasprogress](http://www.ucasprogress)

**Step 1**– See how the process works. Click on **Help** and you will see this.



**Step 2** – Click on **Applications** at the top of your site and follow the instructions

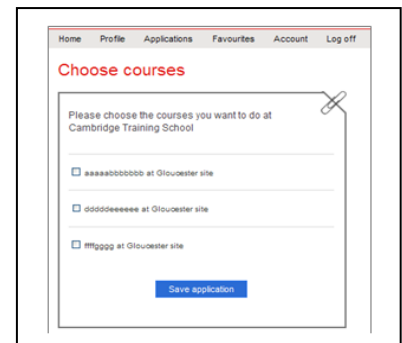
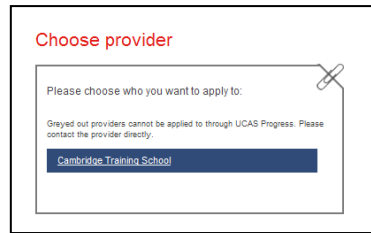


**Step 3** – Click on **Start a new application**

**Step 4** – You will be asked to choose the provider you would like to apply to first (most applications will be sent at the same time, so it doesn't matter which one you pick first)

Click the courses  
You want to apply for and  
press **'Save application'**

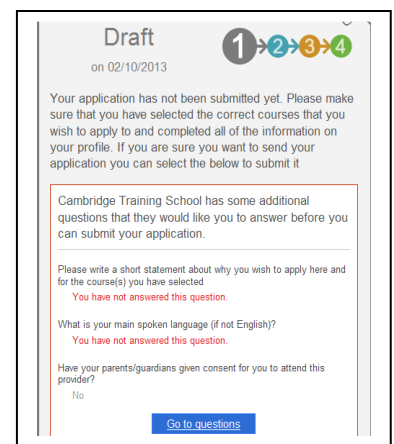
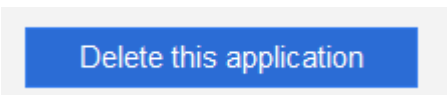
This will link the courses  
to your profile and produce  
your application.



This will automatically go into **drafts** - but not be sent at this point.

**Step 5** – Some colleges may require you to answer further questions as part of your application. If this happens follow the instructions and answer the questions.

**Step 6** - If you change your mind about the application you can click the button on the draft page and start again

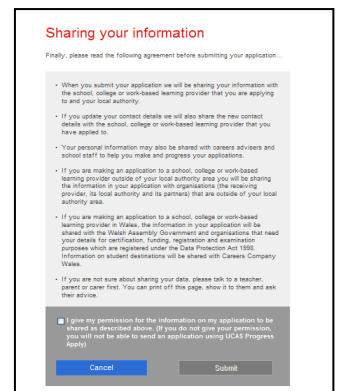
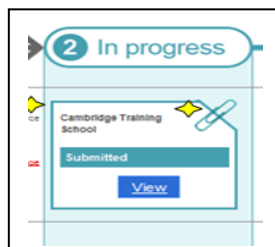


**Step 7** – Will be done by your school, who will check your application and approve your profile.

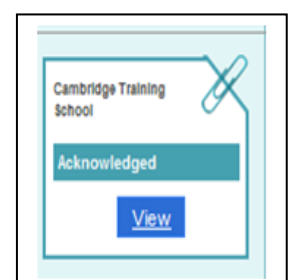
**Step 8** – Once your profile has been approved, go back into **Applications** and go into **Drafts**

Click **submit** for each application. You will be asked to tick a box to agree to share your application information with the college – then click **submit** to send

**Step 9** – **Submit** will ensure that your application is processed and sent. The status bar on Stage 2 will state that your application has been submitted

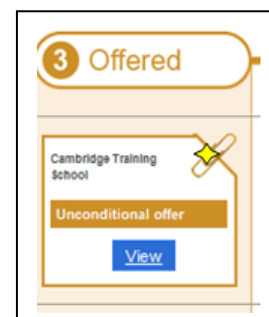


**Step 10** – The provider will acknowledge that they have received your application and this will show in **Stage 2**

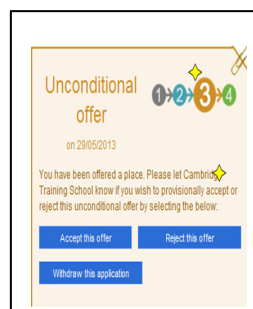


**Step 11** – Once your application has been acknowledged, the provider will contact you by post or telephone.

**Step 12** – If the college offers you a place and adds this to the System you will see the status at **Stage 3**.



At this stage you can accept or reject the offer by clicking on the appropriate button, or through direct contact with the college.



**Step 13** – Once exam results are in, and you are offered a place at a post 16 provider the system will show you as enrolled at Stage 4 if the college or sixth form provider completes the application process. This may be done through direct contact by the college.

**The online application process will be supported by your school so please ask your teachers for further help and advice.**

October 2014