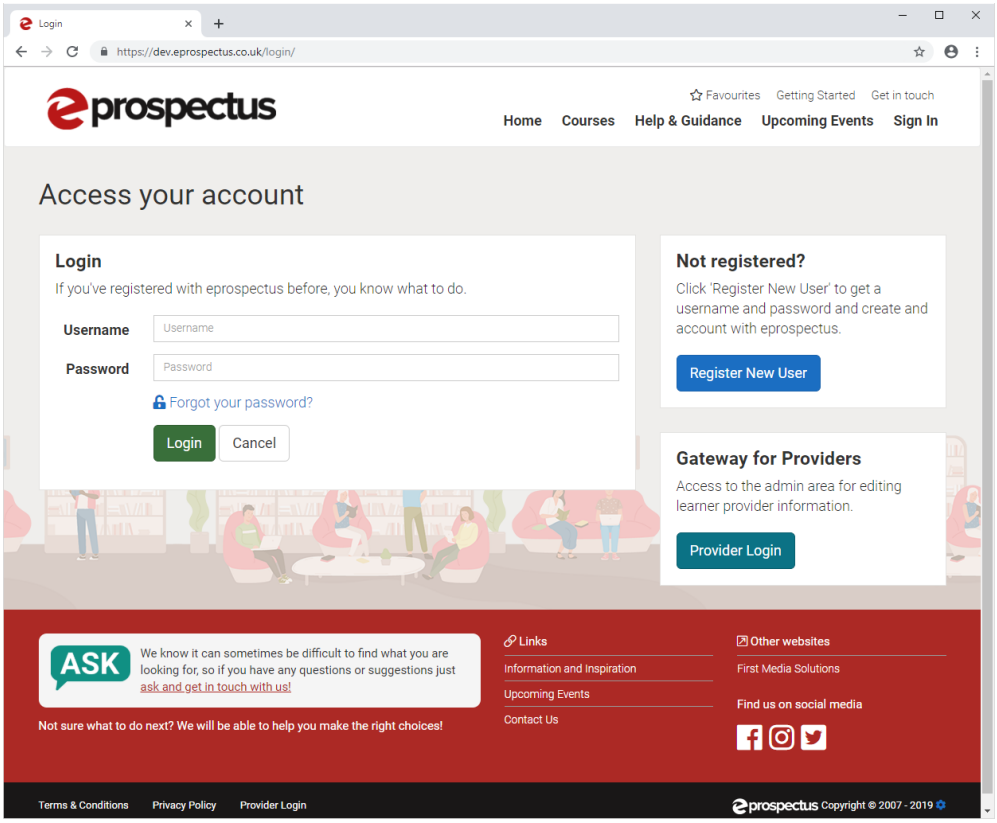
New Application Process

V1.1

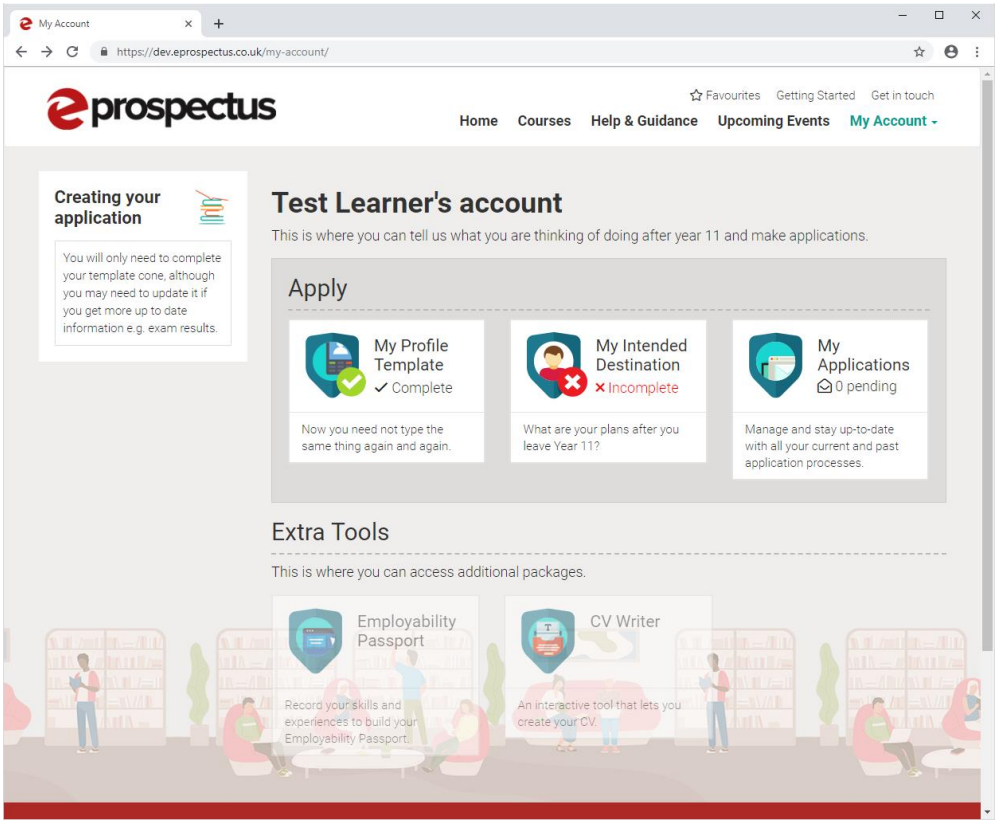
Creating an Application

Step by Step instructions for creating an application in the new eProspectus.

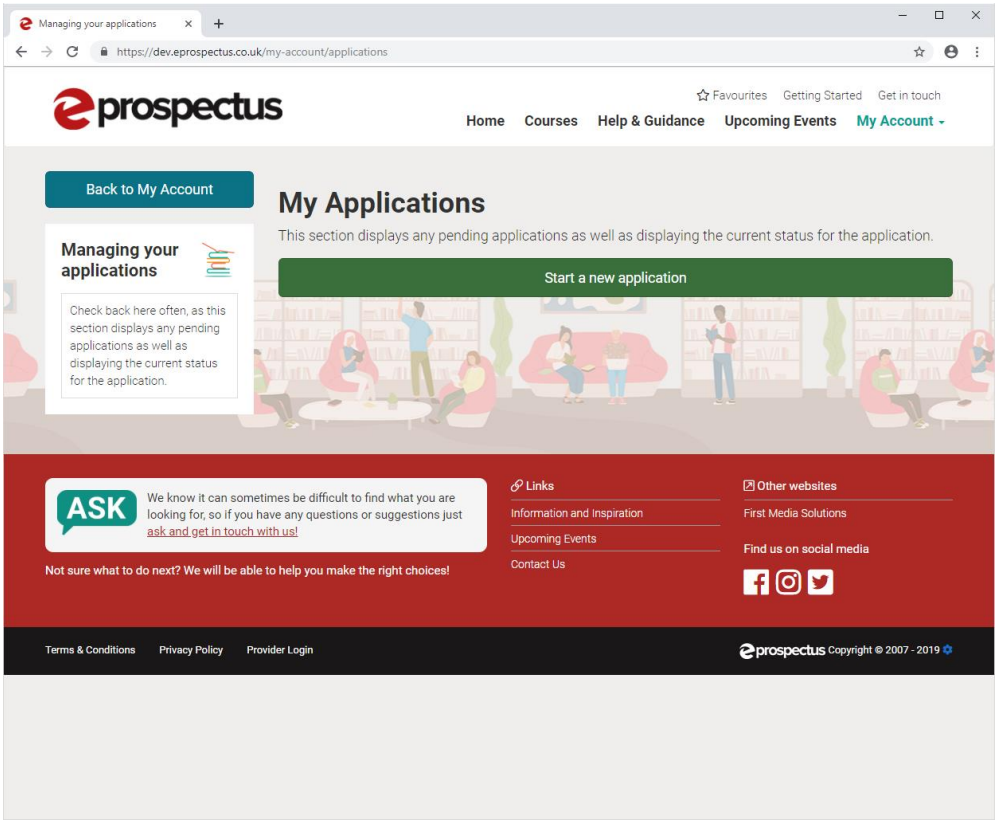
Please note the version of your site may be slightly different to what is shown in this document



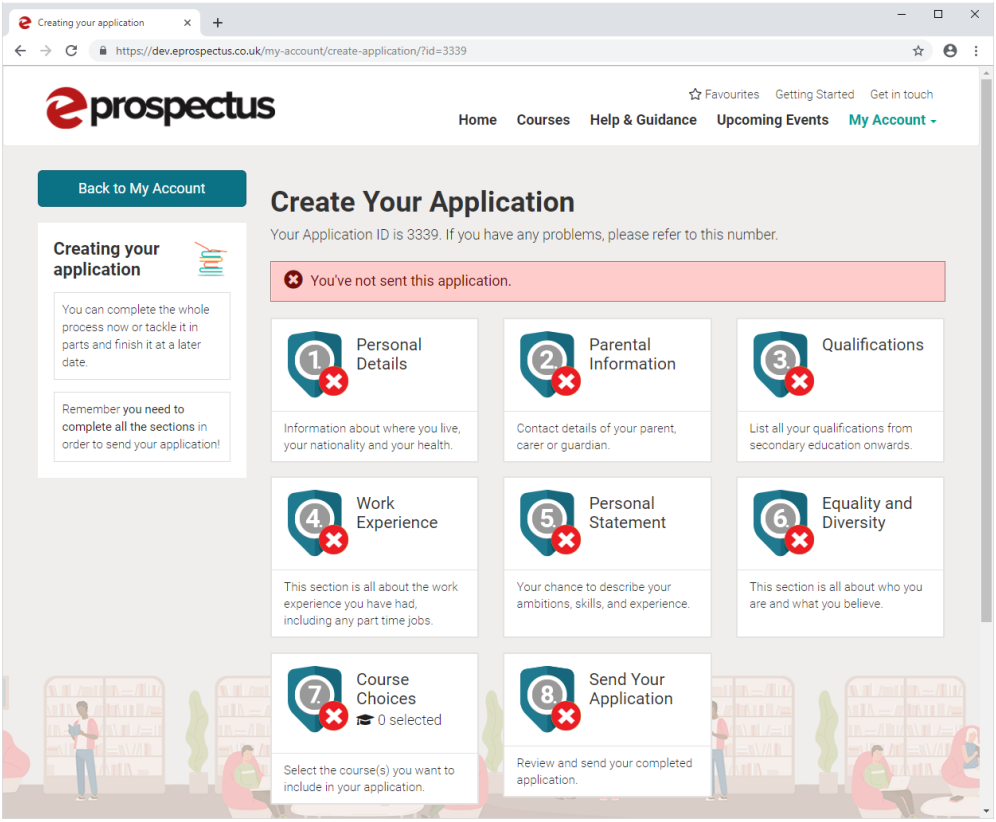
The first step is to log in to your account



Next choose **My Applications** from the options.



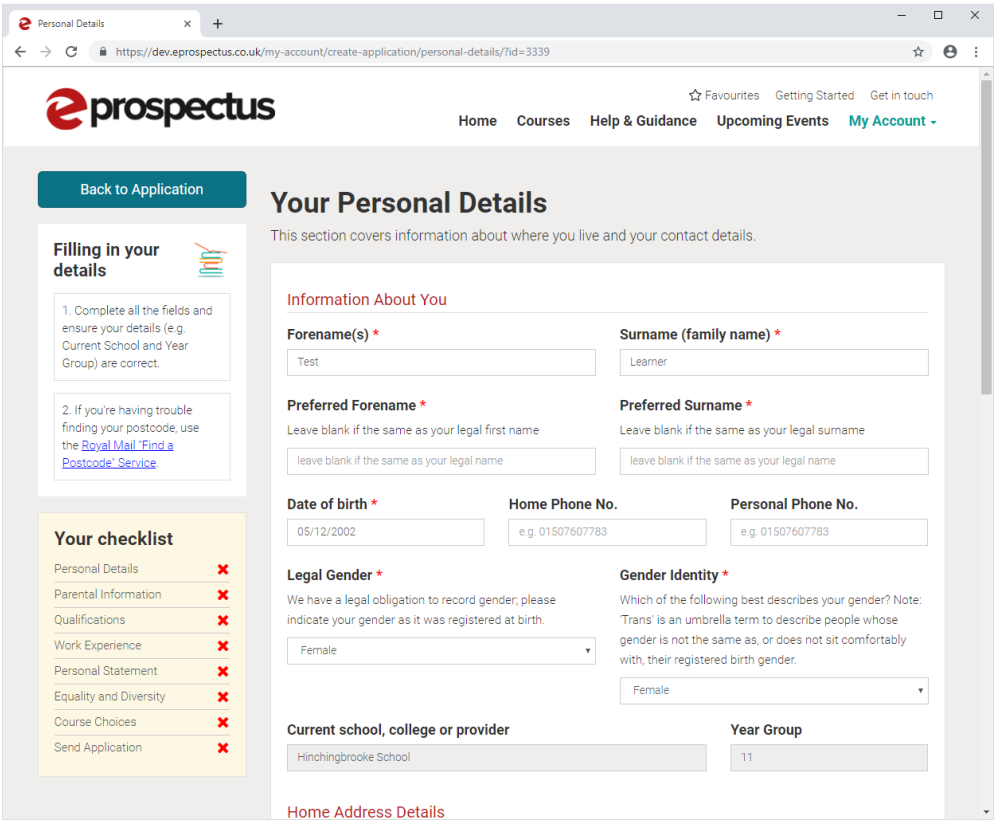
If you haven't yet started an application click on the **Start a new Application** button, otherwise click on the **Continue** button next to the application you want to work on.



This page allows you to access all the sections of your application and indicates your progress in each section.

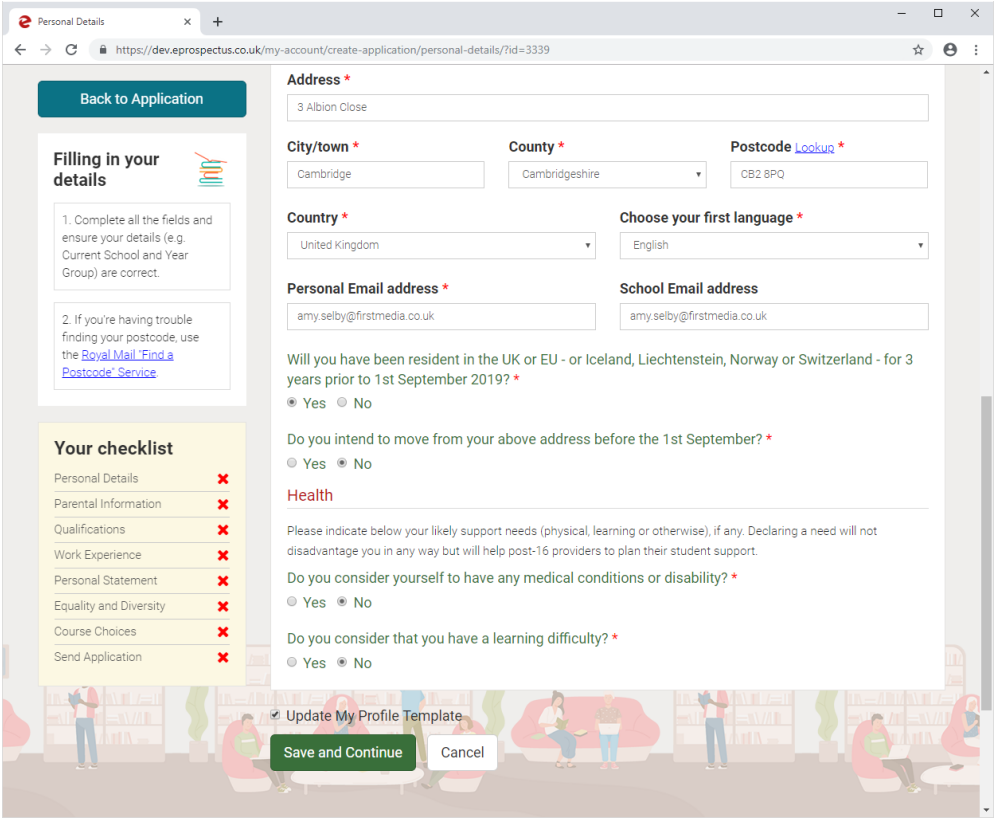
If this is your first application and you haven't completed your Profile Template all the sections will need completing, for additional applications your profile details will have been saved and just the Course Choices will need completing.

You can work in any order but we will start with clicking on **Personal Details.**



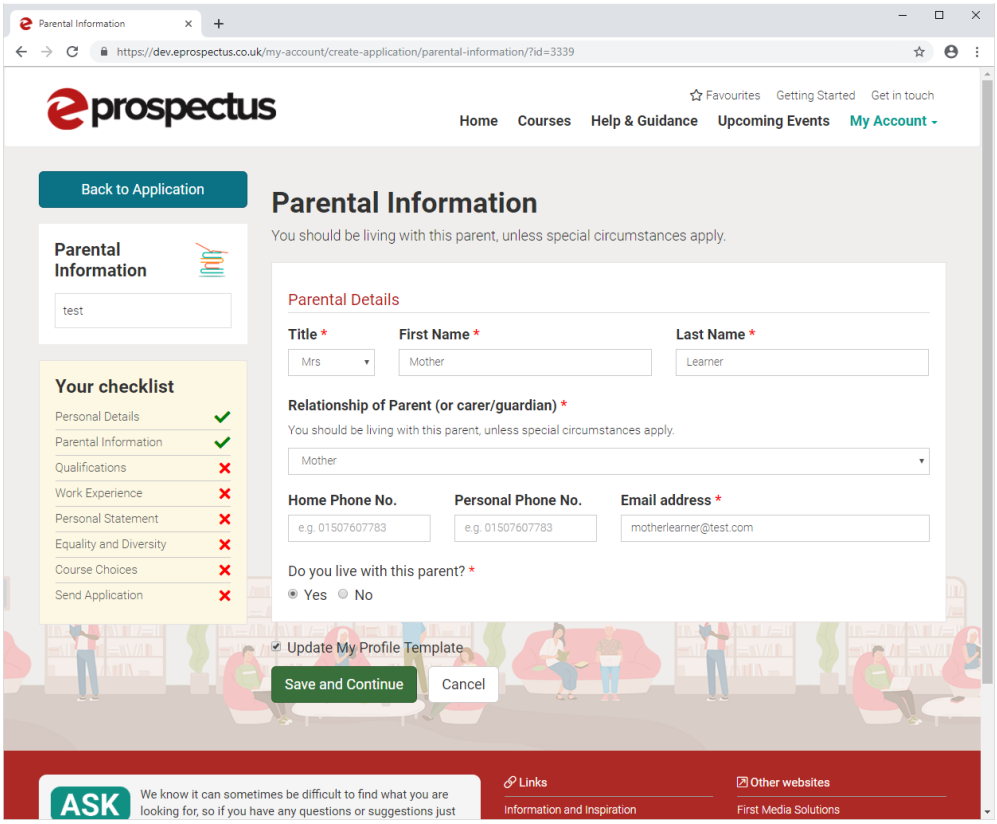
Personal Details

Fill in any details that are missing, and check any data pulled through from your profile template

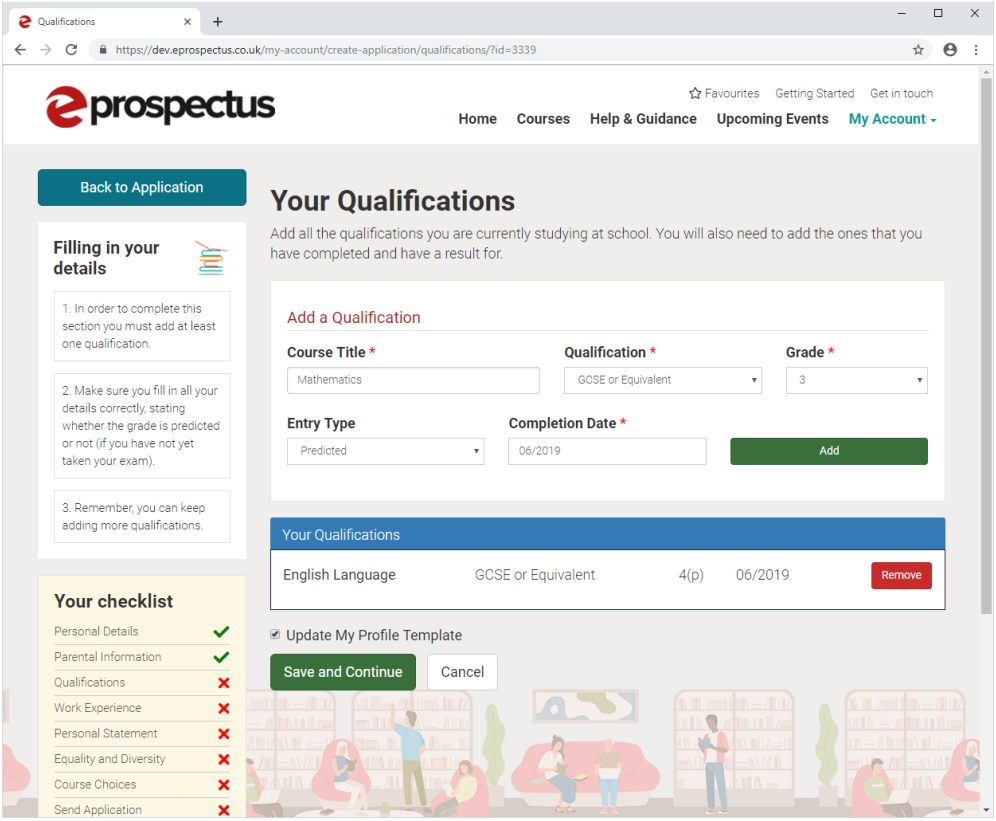


Personal Details continued.

Click **Save and Continue** to save your changes.

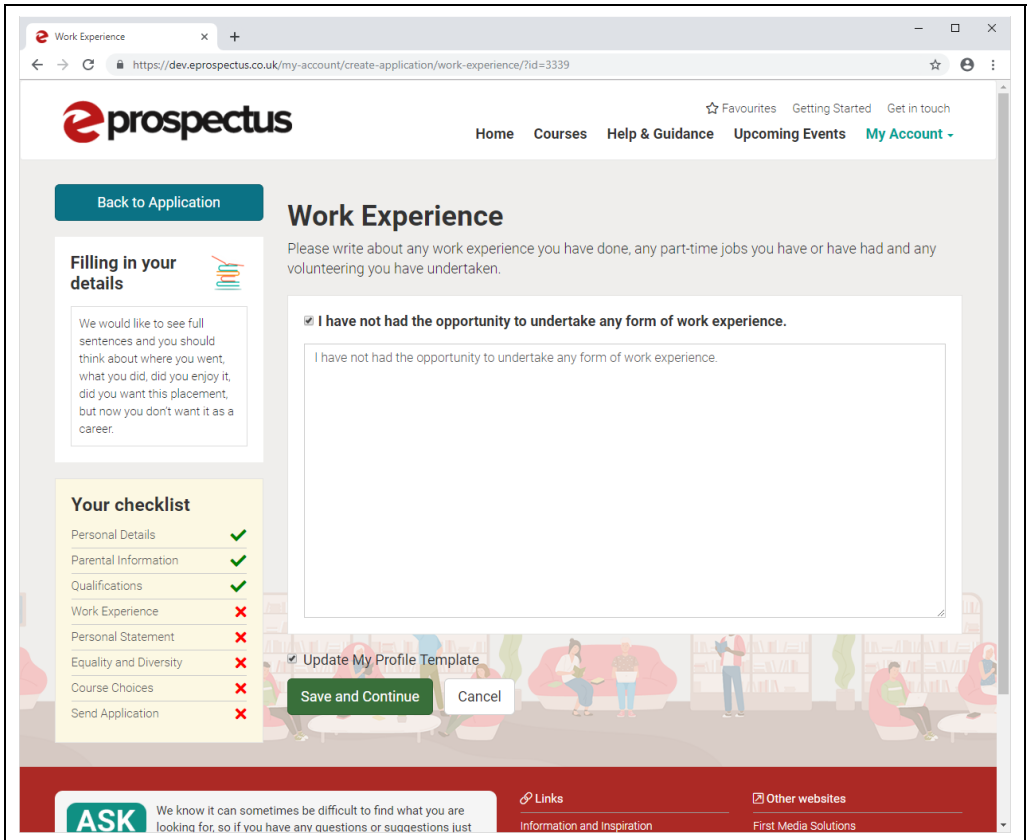


Parental Information
Here you need to enter your parent/carer/guardian's details. Once you have filled in all the fields click **Save and Continue** to save your changes.



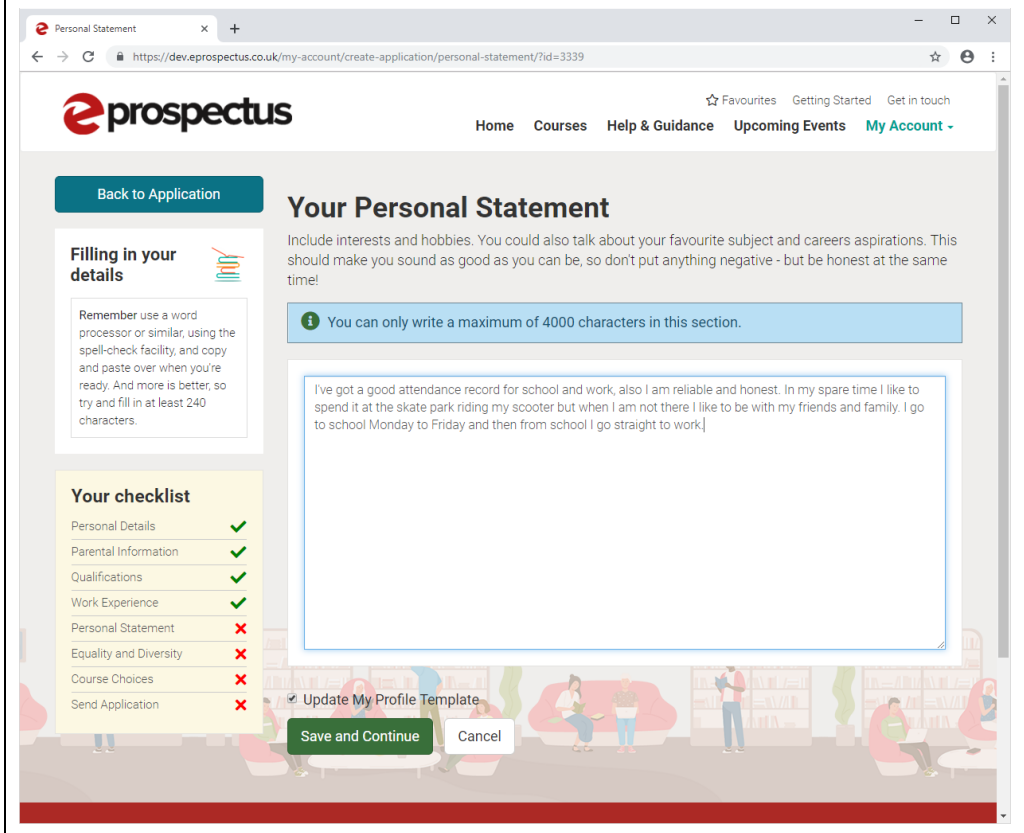
Qualifications
If your qualifications have been loaded by the school you will not be able to amend them – so you can skip this section.

Otherwise, you will need to enter your qualifications. If you start typing the subject in the Title box, the options will appear. Select your qualification type, grade and entry type (Predicted grade or actual grade) then check the completion date is correct. Once complete, press Add. Continue this process until all your qualifications are added then press **Save and Continue** to save your changes.



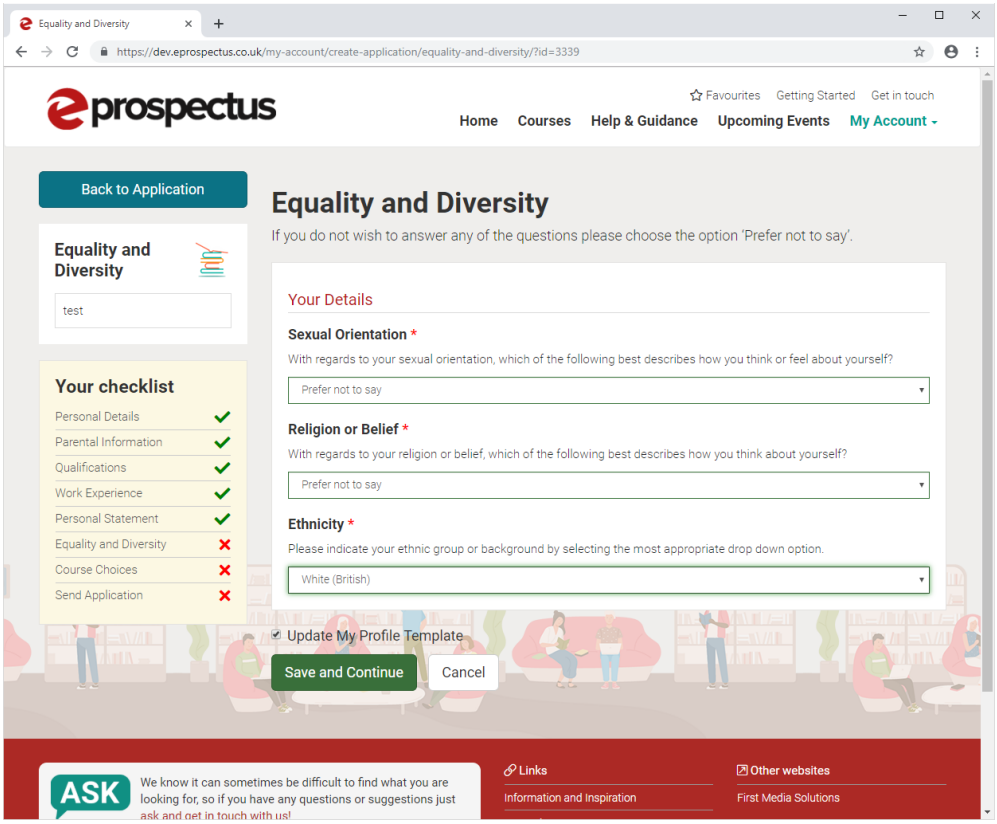
Work Experience
This section should include details of any work experience or part time jobs you have had. If you haven't completed any work experience you can tick the checkbox to insert the comment for you.

Click **Save and Continue** to save your changes.



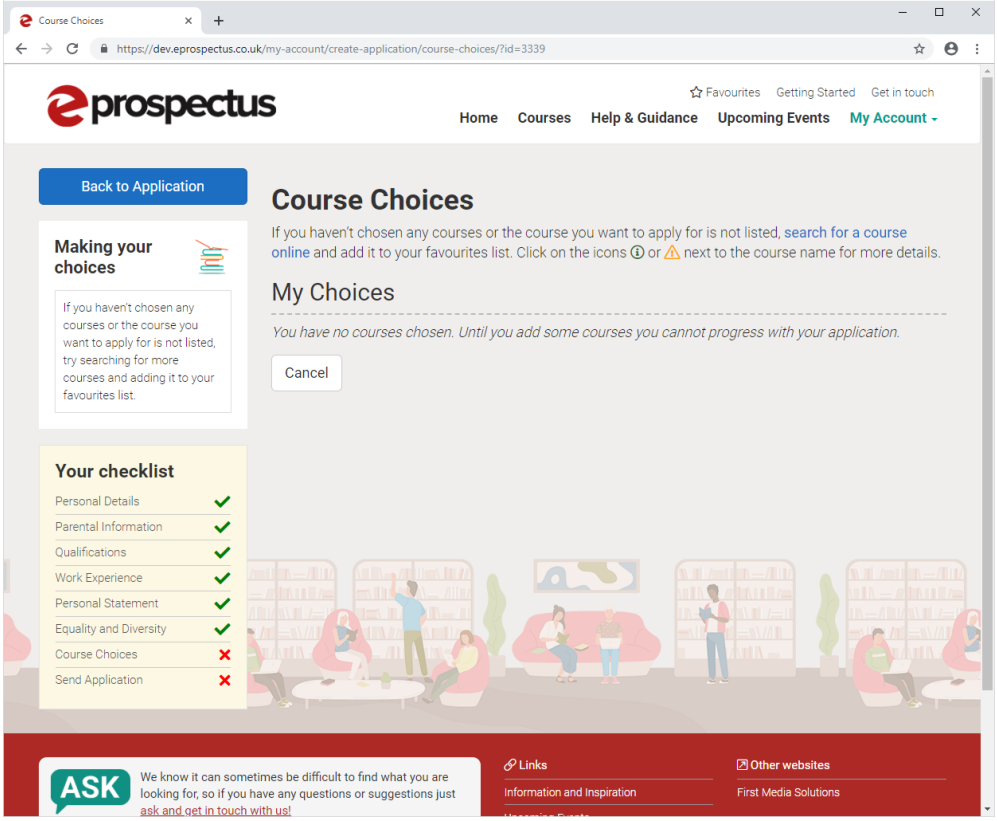
Personal Statement
This section gives you an opportunity to promote yourself and your achievements.

Click **Save and Continue** to save your changes



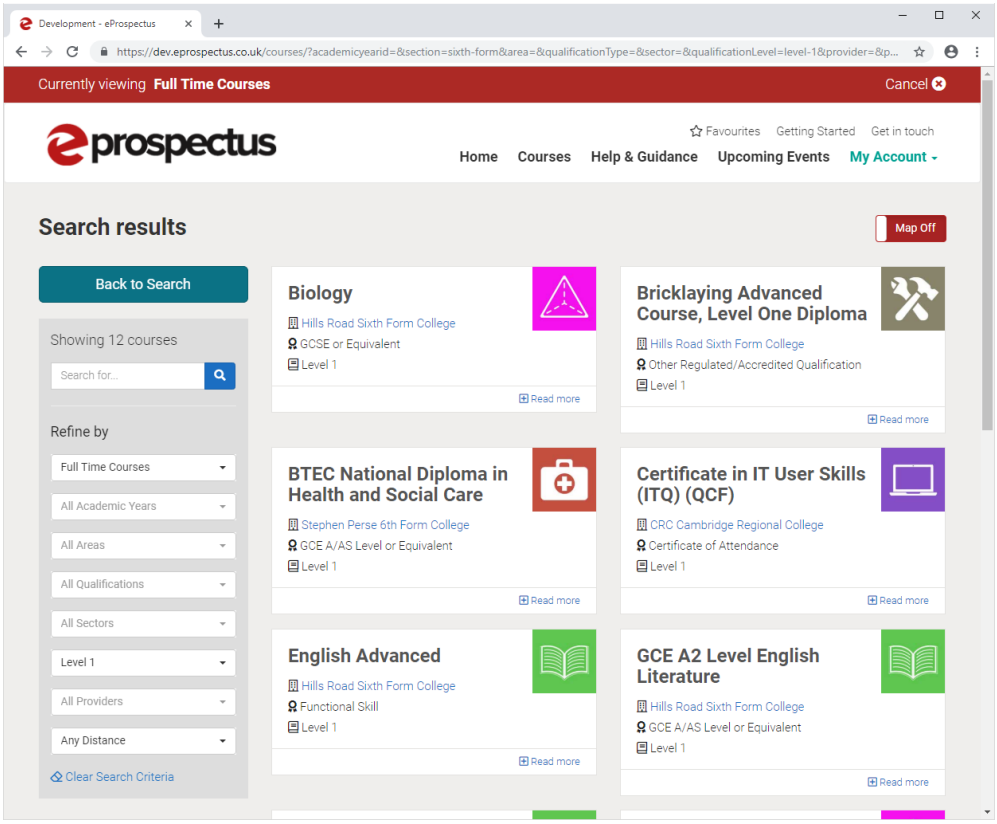
Equality and Diversity
Here you need to fill in your sexual orientation and religious beliefs. If you don't wish to enter these, just select the **Prefer Not To Say** option in the drop down

Click **Save and Continue** to save your changes.



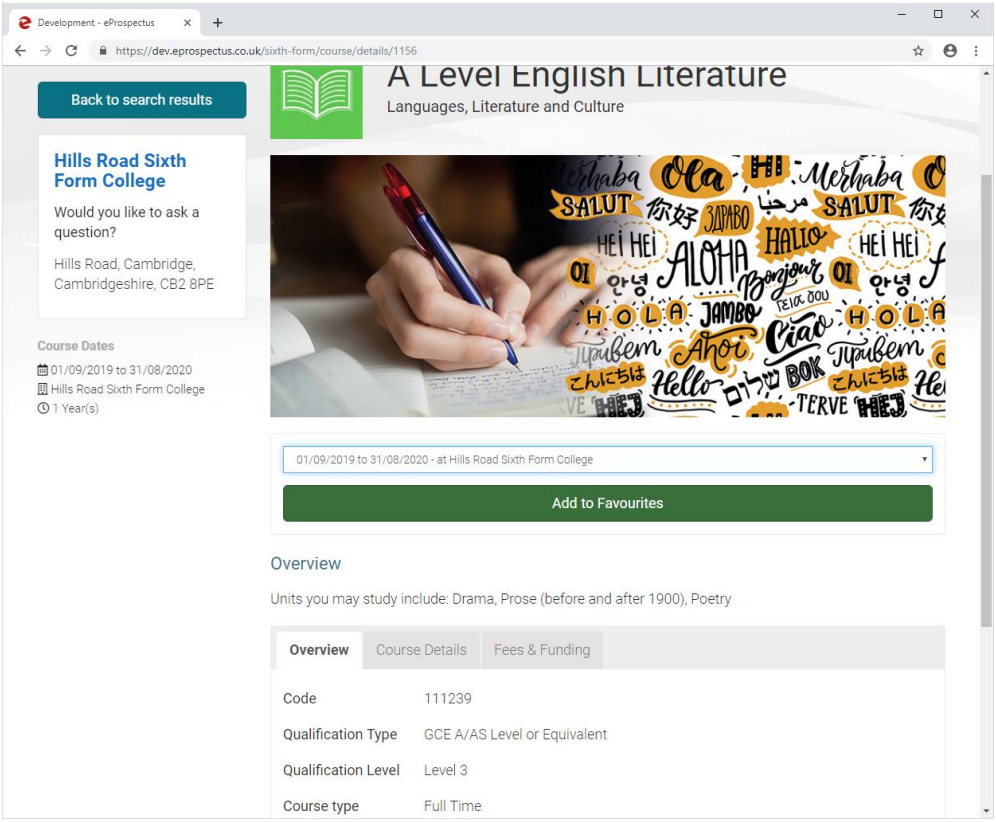
Course Choices
In this section you can list the courses you are applying for.
If you have added any courses to your favourites list then these are shown at the top of the page.

If not, click on **search for a course online** to find one. This will take you to the course search.



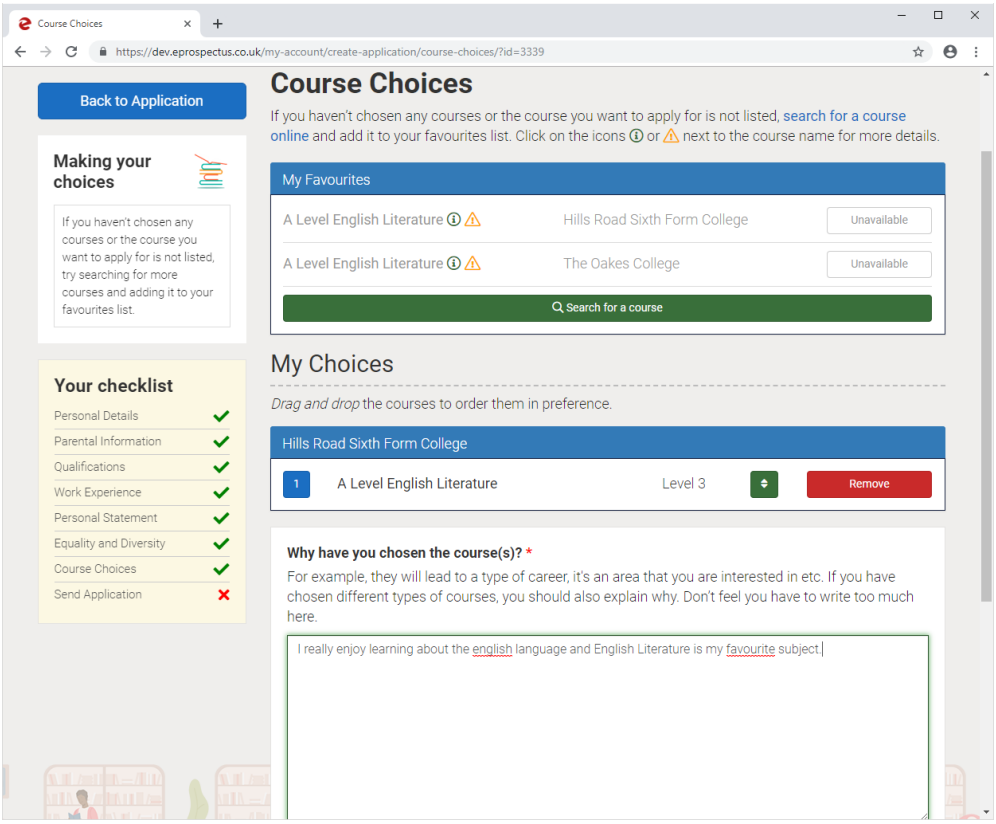
Course Choices continued
You can filter your search down using the filter options on the left.

Click on the course title to have a look at it – this is where you can add it to your favourites.



Course Choices continued
You can have a look at all the course information using the tabs in the middle.
Any pictures for the course will be at the bottom.
The course start options and venues will be on the left hand side.
Once you are happy with the course, select the course start from the drop down in the middle and press **Add to Favourites**.

It will ask if you want to return to your application, if you are ready to continue select Yes.

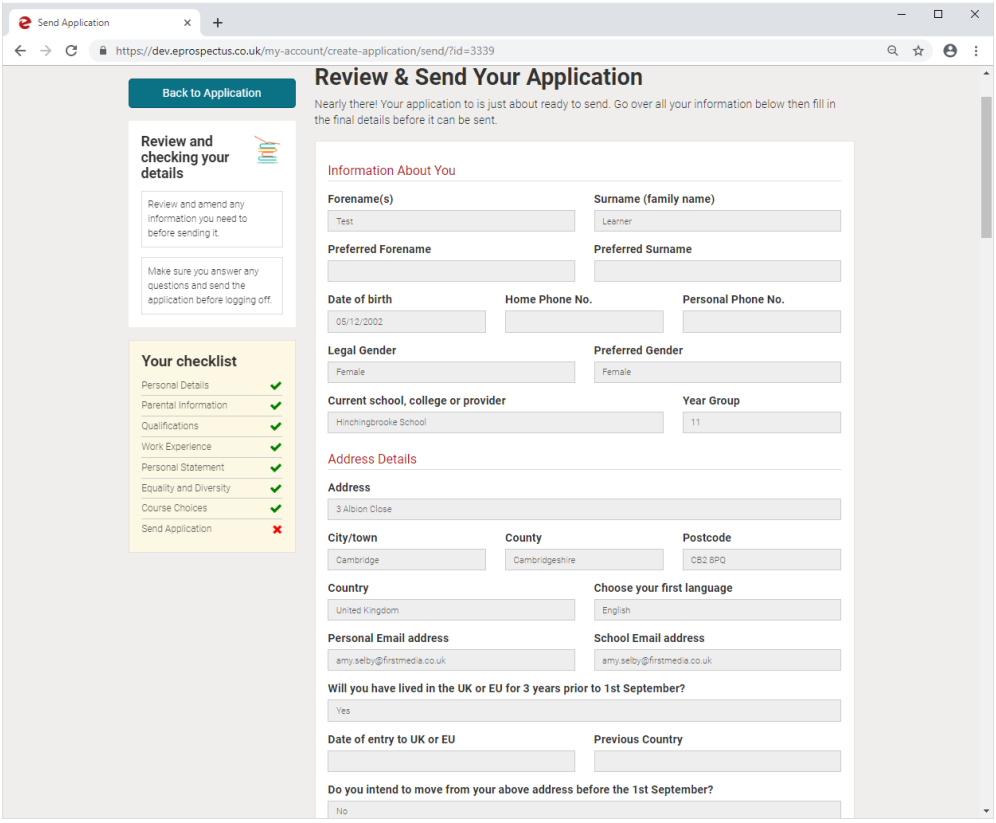


Course Choices continued

Some providers allow you to make multiple applications to them, if they don't then the favourites will be greyed out with a message to let you know why.
Press **Add Course** on the course you wish to apply for.

If you can add more than one course you can order them by your preference by dragging and dropping them or clicking the up/down buttons.

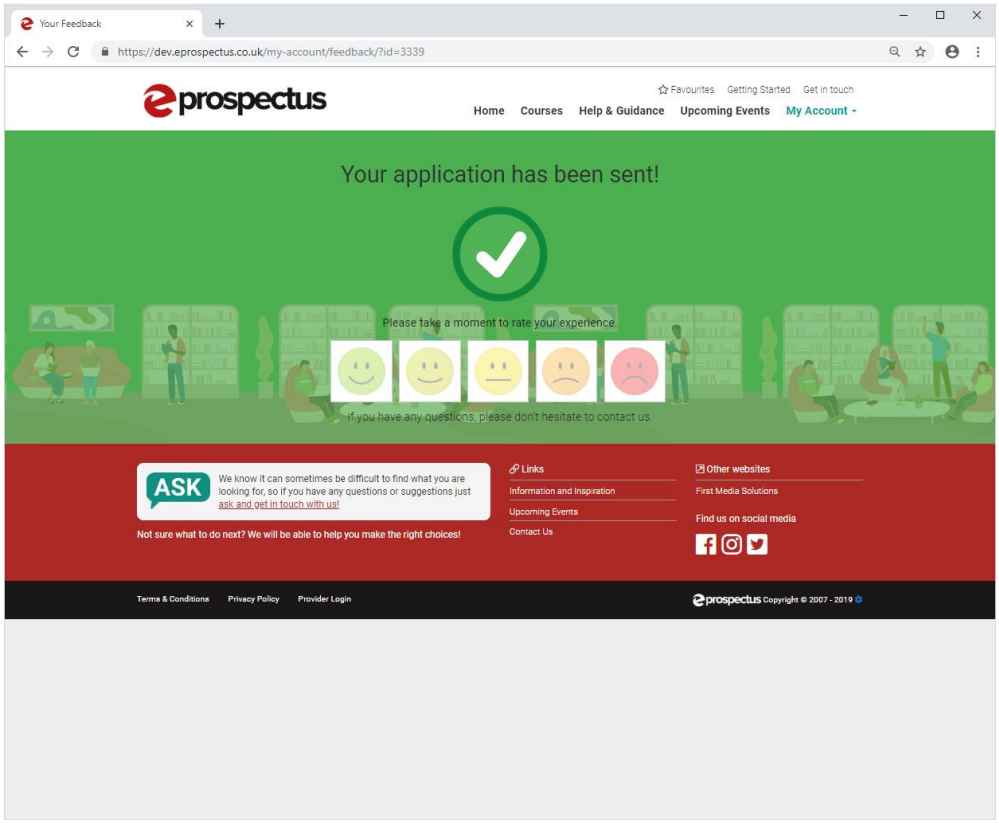
Add an explanation why you would like to do the course(s) and click **Save and Continue** to save your changes.



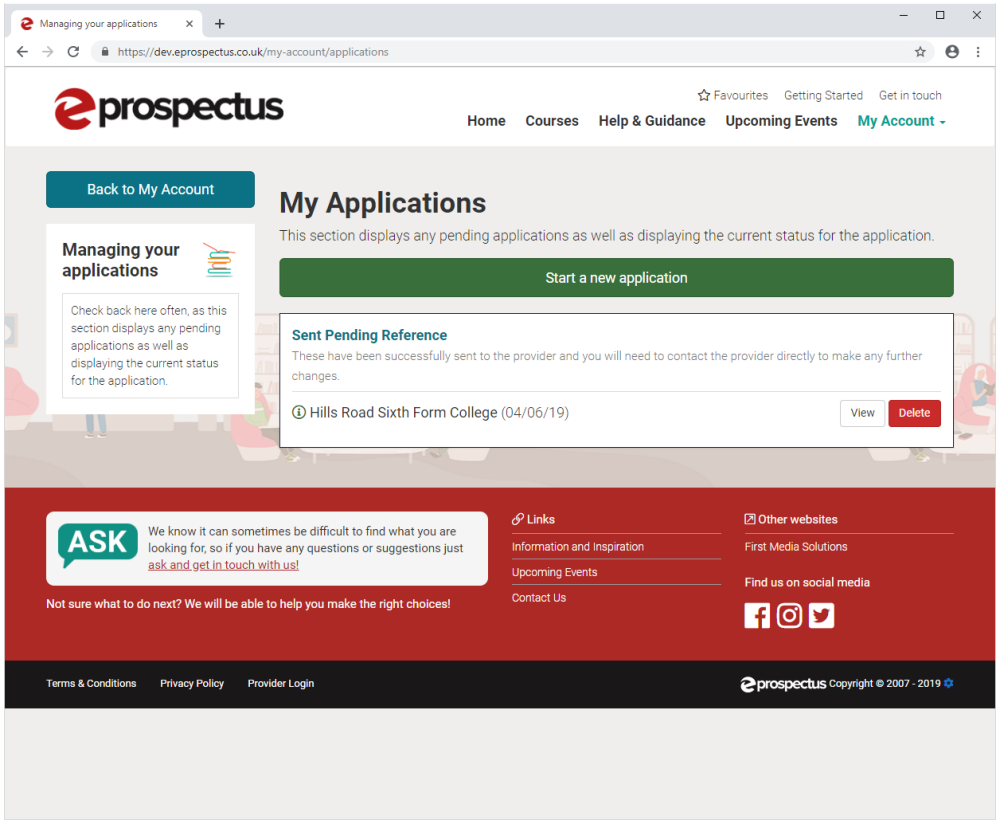
Review & Send Your Application
This final page allows you to review all the sections in one go, you can edit any of the pages by clicking the **Edit** button in each of the sections.

The provider may have some questions for you to answer, these are at the end of the page.

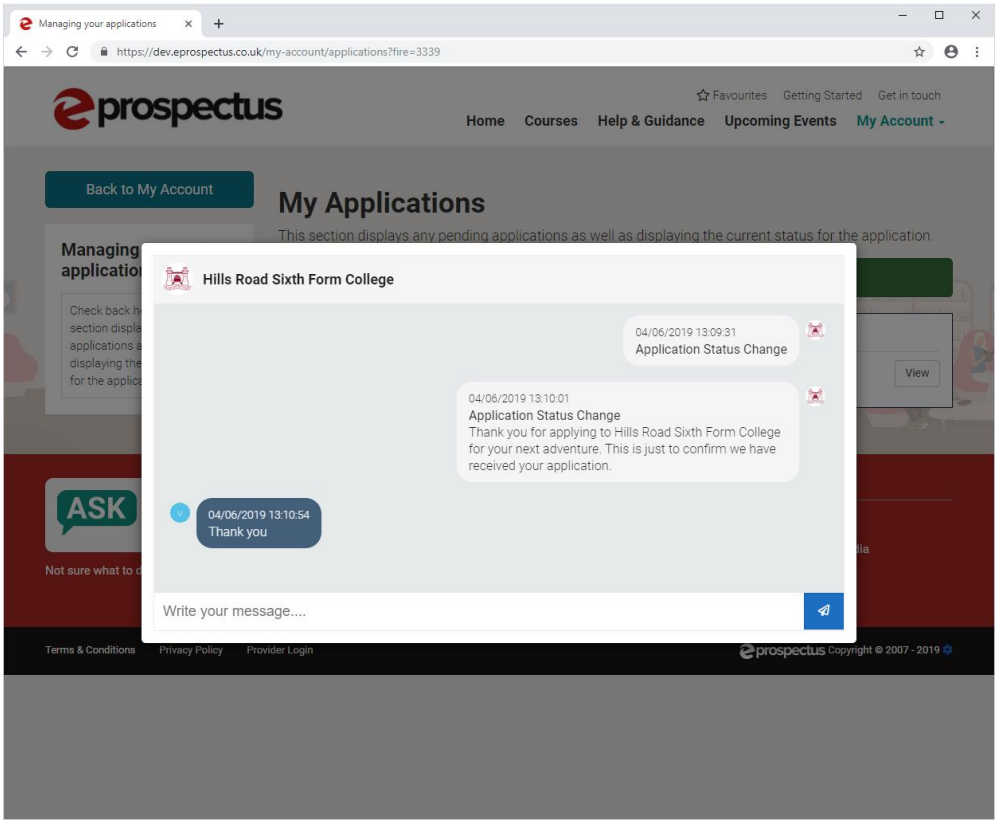
Complete any additional fields or checkboxes and click the **Send Application** button to send your application.



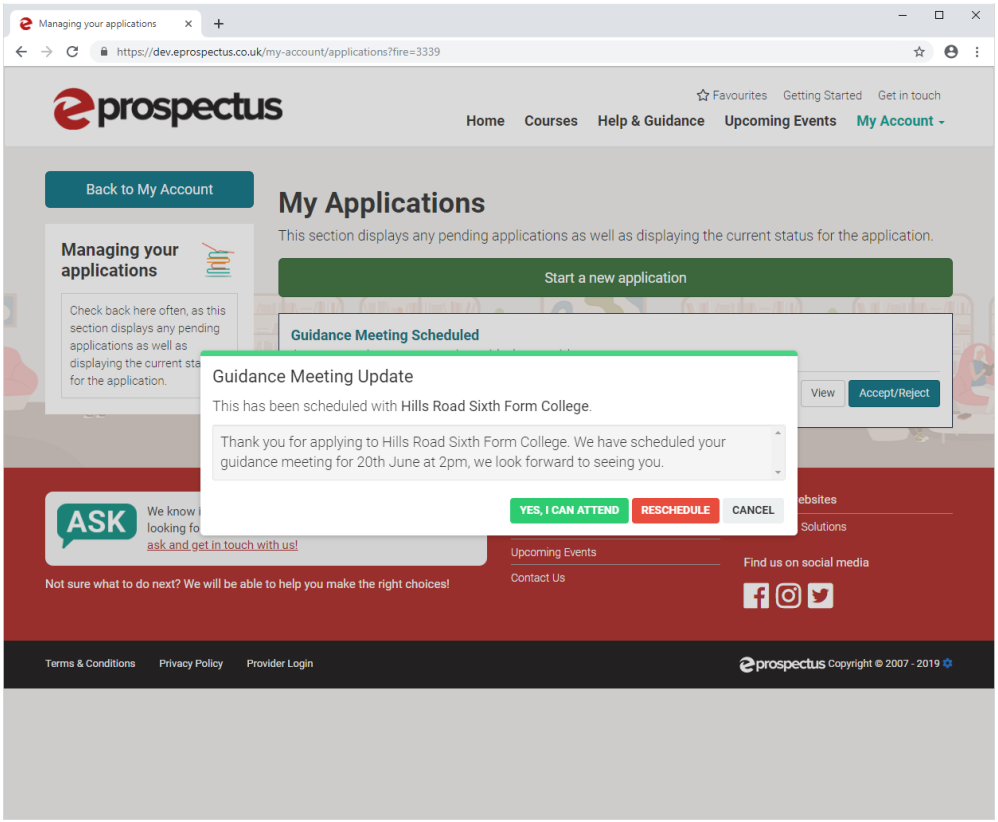
Finally, please give us some feedback on how you think the process went by clicking on the appropriate face.



Your application will now be at the next status (Sent, Sent Pending Reference, Schools Hold etc.)
You can monitor the status by visiting this screen.



If the provider, your school or tutor has sent you a message about the application, you can click the envelope icon on the left of the application to read it and reply.



When your application has been processed by the provider and they schedule your guidance meeting or choose to send you an offer, you can accept or reject it in this screen. Click on the **Accept/Reject** or **Your Offer** button to view the meeting/offer and make your choice.

You can press cancel if you are not ready to reply yet.

Once accepted/rejected, the status of your application will change.