

UCAS 2021 Getting Started –Registering with UCAS

Search for UCAS in a search engine or go to www.ucas.com

Click on- Sign in (top right hand corner)

Click on **Apply** for **2021 Courses**

This process of registering takes approximately 10 minutes and starts with you entering your personal details. You will input and later verifying your personal email.

Please make sure you have an “appropriate” email address

Once entering your personal details – you will be given a user name (usually initial/name/number). You will be prompted to enter a password, this is what you decided to you set but will need to include a capital letter, number and symbol.

*You will be asked if you want to login now or use website – **Login now** - click on this*

You will be asked if you would like to link your application to a school or college – click to say yes
You will then be asked to input the **college buzzword**. (See below).

The college buzzword is Aspire2021

This year due to data protection you will be asked to click on a box – to share your application with the college /staff. PLEASE TICK this box, as it allows staff to see your application form, check on progress and to put on your reference.

It also means that when you are ready to send off your application it will be checked a careers adviser / UCAS administrator in the Advice Careers and Employability team, before it is forwarded to UCAS.

Once you have your user name, a password and personal UCAS ID number. Please make a note of these maybe on your 'phone or by photographing the screen showing ID number and ensure that your tutor records these in a secure way.

When registration is complete you can then start to complete the UCAS application. All the different sections are located on the left hand side of the page. At the top of each section is a short video explaining how to fill in that part of the form. These are very thorough and based on questions that other students have asked UCAS to explain.

The video at the top of the personal statement section is very helpful in describing how you can write your statement and offers useful hints and tips. Use this along with the ACE resources provided.

“How to guides” are available from UCAS via www.ucas.com

Useful information can also be found via the following websites:

www.unistats.gov.uk www.thecompleteuniversityguide.com
www.studential.co.uk www.whatuni.com www.thestudentroom.com

If you have any enquiries please contact Denise Whitney /Michelle Ariss /Colleen Smith
(Advice, Careers Employability team - Programme Management Office)

Good luck!