

UCAS "apply" ONLINE APPLICATION PROCEDURE 2020 – 2021

GETTING STARTED

1	Go to: https://www.ucas.com and select "sign in" in the top right hand corner. Select "students".
2	Select "undergraduate" from the menu
3	Select the "apply" button under "2021 entry". Do not select "2020 entry"
4	Select "register" and navigate through "welcome" and "terms and conditions" to "initial details"
5	Complete all necessary personal details, including all the compulsory fields marked with the red asterisk *; include an e-mail address for the authentication code that will come almost immediately, sent to you by email from UCAS. Don't forget to verify your email address, by using the code. Use an email address that is NOT an @dollaracademy one – it needs to be operational after you have left Dollar in the summer of 2021.
6	Security: choose a password, following all the requirements. Keep it simple and unembarrassing, because you will be giving it to the school. Write it down very clearly . Choose 4 questions from the drop down security questions menus; type in simple answers [and keep them for your own reference – we do not need to know these 4 questions / answers, however]
7	"Success" – you will now be given a username, generated by UCAS, something like "jsmith36". Make a note for the school and for yourself.
8	Log in now
9	"How are you applying?" Select "through my school or college"
10	"How are you applying?" Enter the buzzword DollarPhoenix [no spaces, two capital letters]
11	Which centre? Confirm "Dollar Academy" - yes.
12	A UCAS number will be generated [eg 103-157-0348]. Make a note for the school and for yourself.
13	"Initial UCAS questions: Tutor Group" – this refers not to your Registration Class / Form Tutor Group [eg 5RG] but to your UCAS Adviser's group [eg GSB / VM et al] You won't know which group you are in yet – we will advise you of this next week. Leave it blank for now ; we will change it later.
14	Welcome!!! Congratulations - you're in, and you can start on the menu on the left hand side, filling in the various sections
15	Exit and re-enter to test the username and password
16	Save the log-on page as a favorite
17	Return your log on details to Mr Burbury ; include username, password and UCAS number by completing this Microsoft Form: ENTER LOG ON DETAILS HERE [We may need these so that we can work on the form in your absence to make vital corrections etc.]

REMEMBER

- KEEP IN TOUCH WITH YOUR UCAS ADVISER
- TALK THINGS THROUGH EARLY ON; ASK IF YOU'RE NOT SURE
- DON'T LEAVE THINGS TO THE LAST MOMENT
- SAVE AS YOU GO ON THROUGH THE UCAS FORM AND LOG OFF