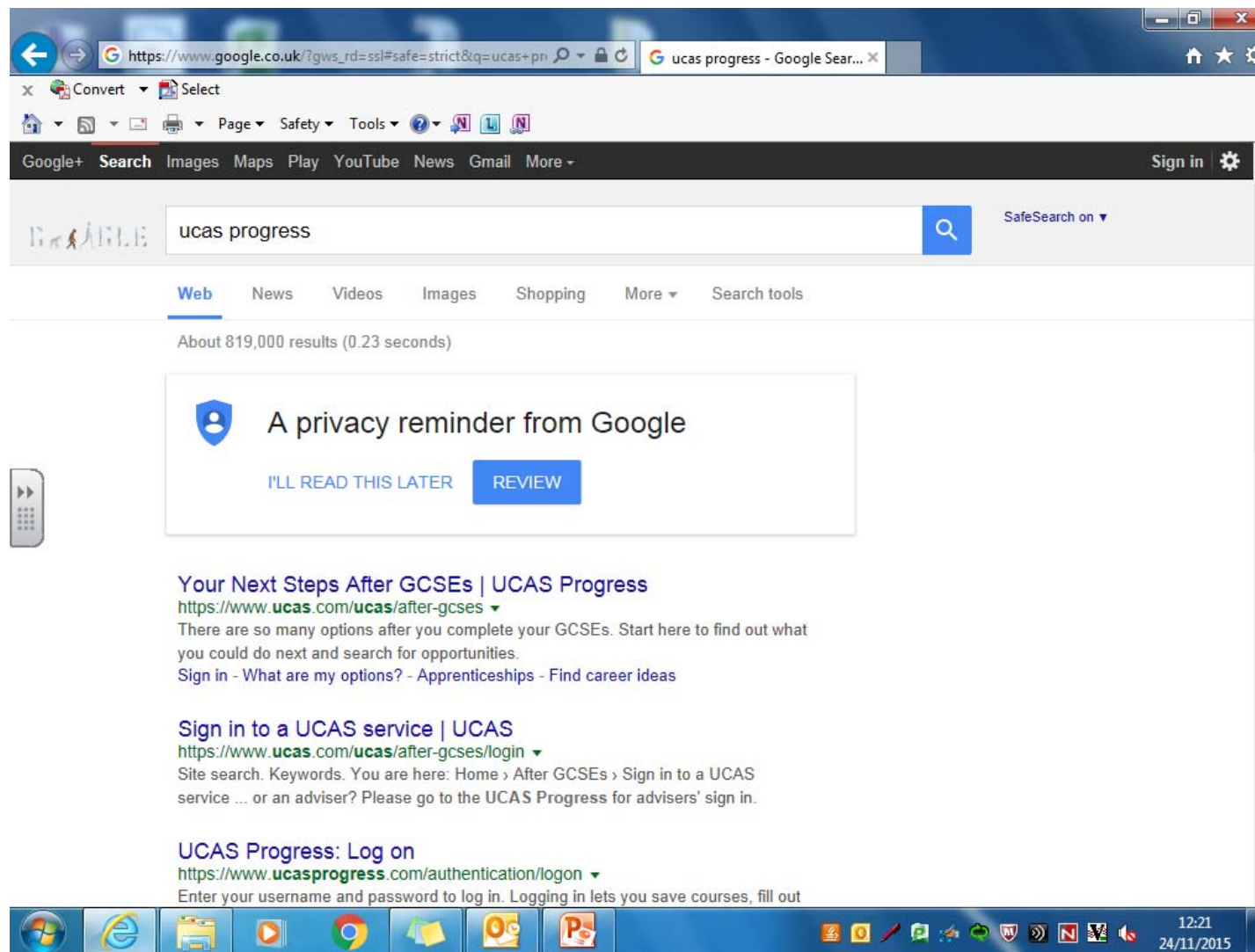


Applying to colleges

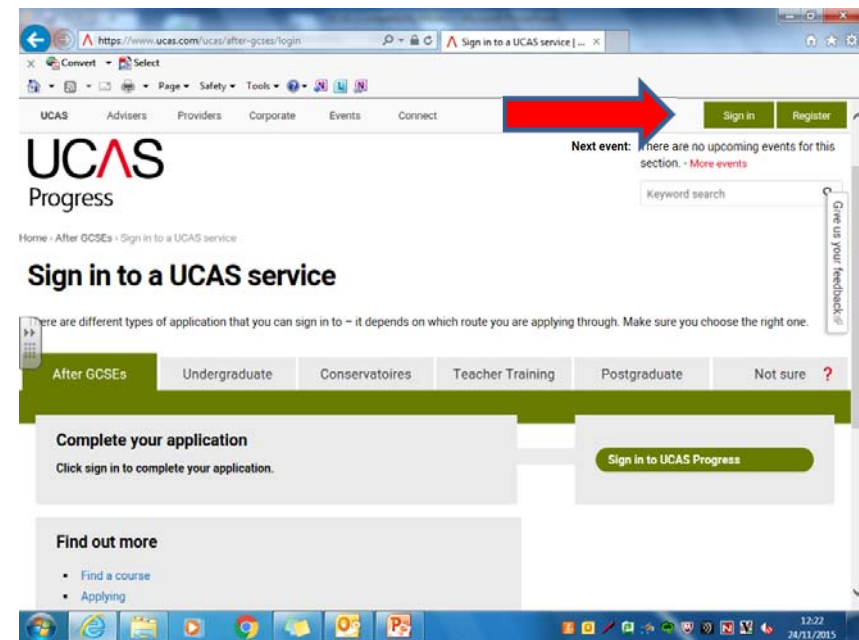
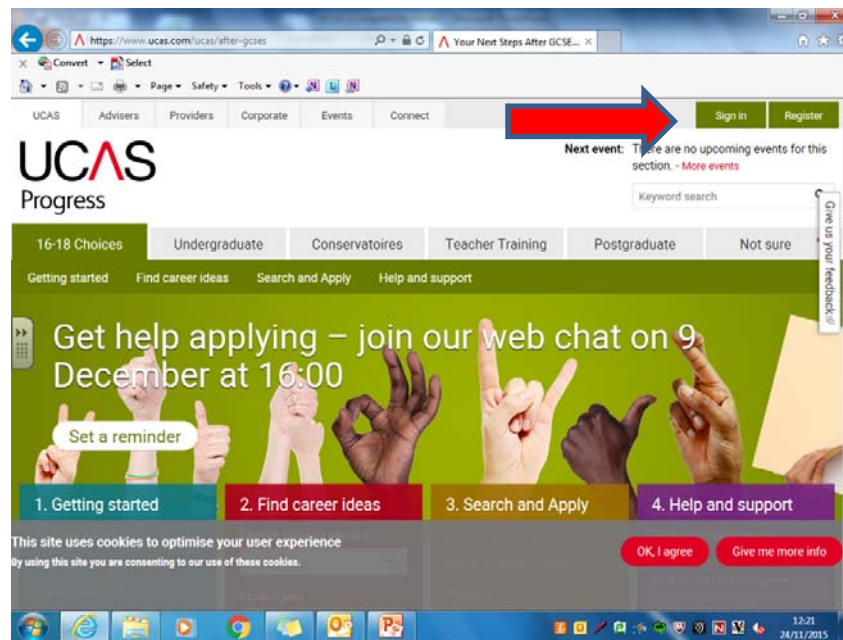
Student and parent guide to UCAS Progress



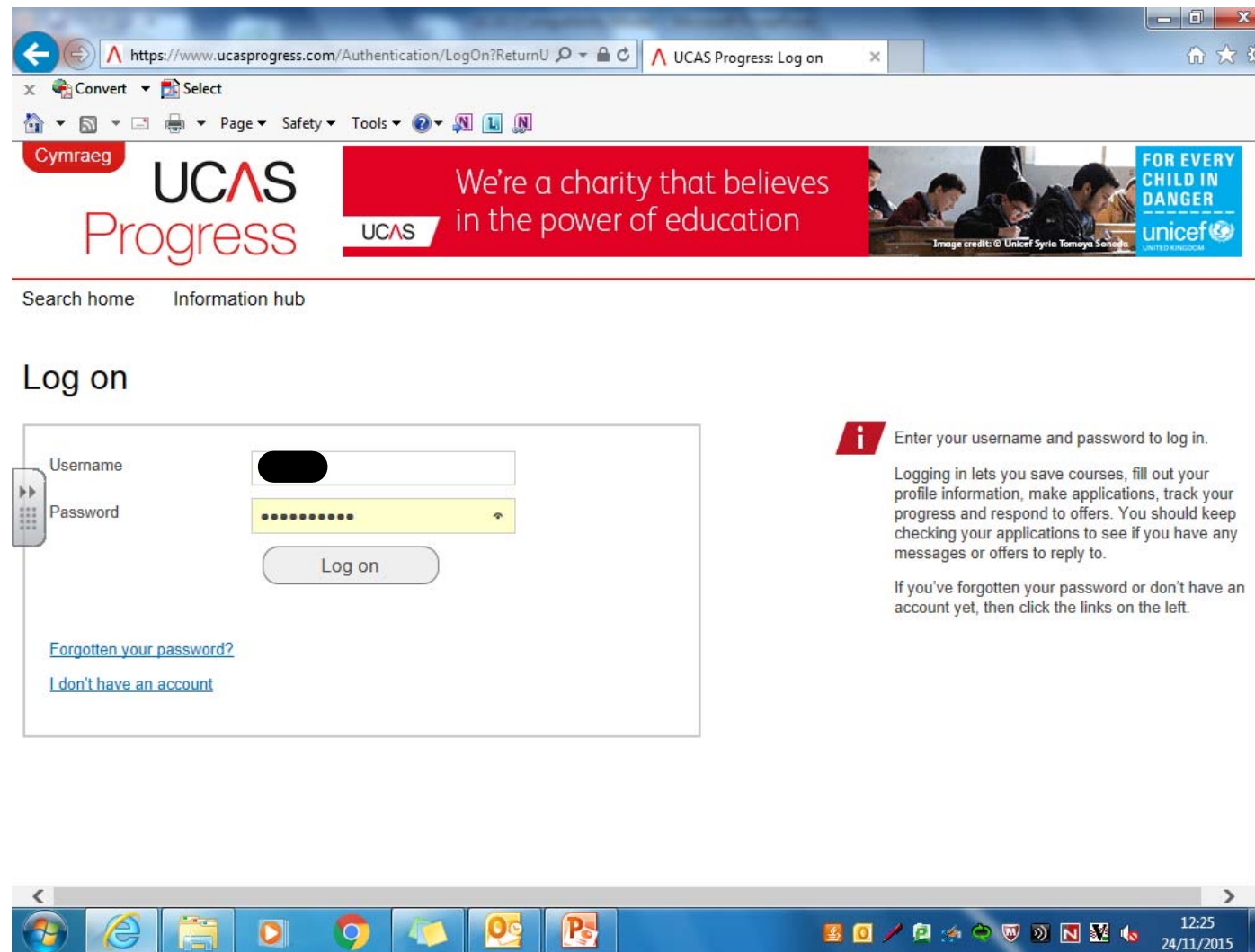
Getting started – Google UCAS Progress



Sign in



Enter user name and password – Tutor can reset to password1



The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/Authentication/LogOn?ReturnU>. The page features the UCAS Progress logo and a banner with the text "We're a charity that believes in the power of education" and a UNICEF advertisement. Below the banner, there are links for "Search home" and "Information hub". The main heading is "Log on". On the left, there is a login form with fields for "Username" and "Password", a "Log on" button, and links for "Forgotten your password?" and "I don't have an account". On the right, there is an information box with a red 'i' icon, stating: "Enter your username and password to log in. Logging in lets you save courses, fill out your profile information, make applications, track your progress and respond to offers. You should keep checking your applications to see if you have any messages or offers to reply to. If you've forgotten your password or don't have an account yet, then click the links on the left."

Username:

Password:

[Forgotten your password?](#)

[I don't have an account](#)

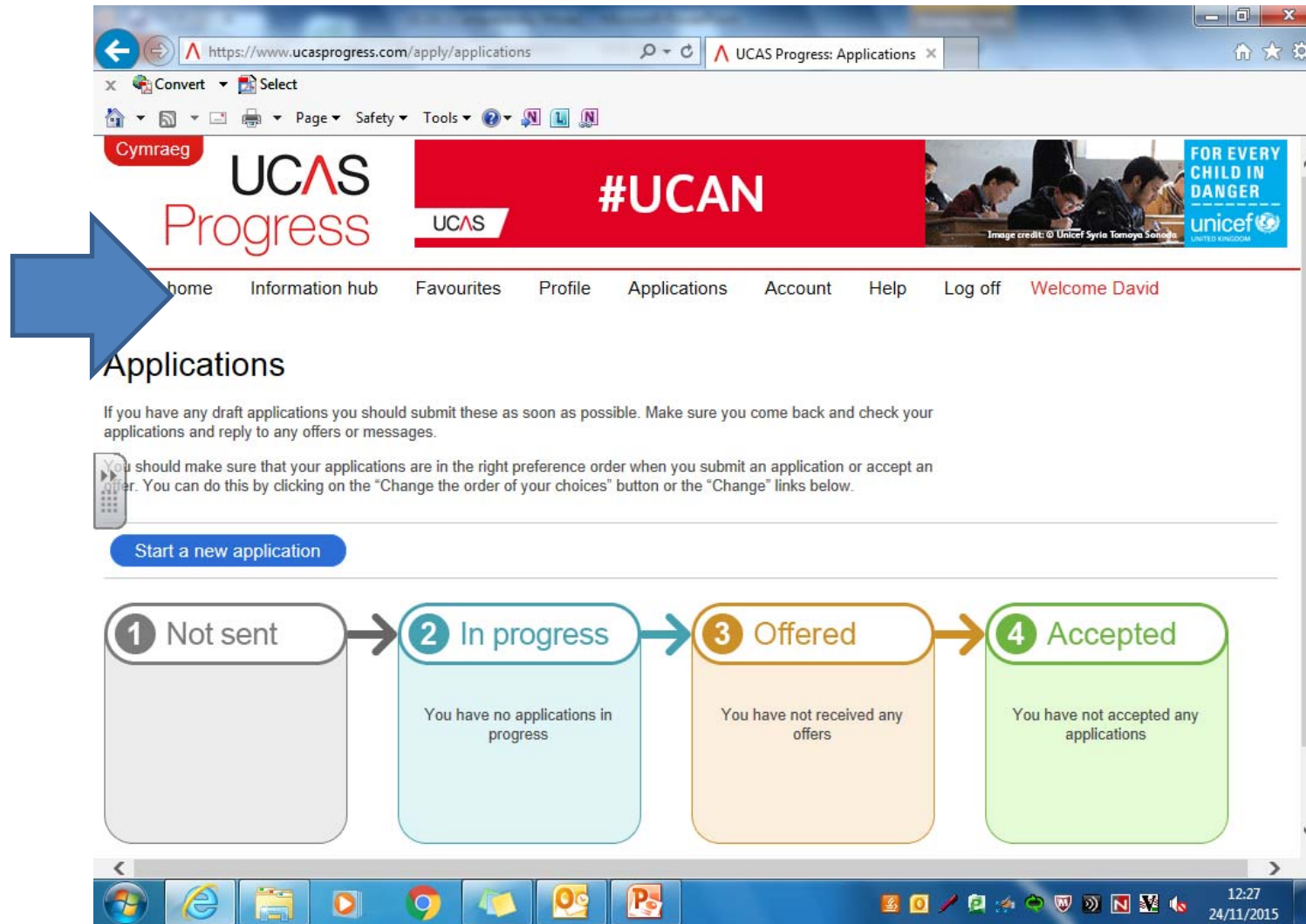
[Log on](#)

i Enter your username and password to log in.

Logging in lets you save courses, fill out your profile information, make applications, track your progress and respond to offers. You should keep checking your applications to see if you have any messages or offers to reply to.

If you've forgotten your password or don't have an account yet, then click the links on the left.

Click on Search Home



The screenshot shows a web browser window at the URL <https://www.ucasprogress.com/apply/applications>. The page features the UCAS Progress logo, a red banner with the hashtag #UCAN, and a navigation bar with links: home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. A large blue arrow points to the 'Applications' link. Below the navigation bar, the 'Applications' section is titled, followed by instructions: 'If you have any draft applications you should submit these as soon as possible. Make sure you come back and check your applications and reply to any offers or messages.' and 'You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the "Change the order of your choices" button or the "Change" links below.' A button labeled 'Start a new application' is present. Below this is a four-step process flow diagram:

- 1 Not sent**
- 2 In progress**
You have no applications in progress
- 3 Offered**
You have not received any offers
- 4 Accepted**
You have not accepted any applications

The Windows taskbar at the bottom shows the time as 12:27 on 24/11/2015.

Type in Post Code, College and course title

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/search>. The browser's address bar and tabs are visible at the top. Below the browser window, the website's navigation bar includes links for Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and a welcome message for David. The main content area features a large red box titled "Search for courses now!". Inside this box, there are four search criteria sections: "Where do you want to search?" with a text input field containing "BN99JL"; "Optional: How far away do you want to search?" with radio button options for "This area only", "1 mile", "5", "10" (selected), "20", and "40 miles"; "Optional: Which learning provider do you want to study at?" with a text input field containing "Sussex Downs College"; and "Optional: Which courses or subjects do you want to look at?" with a text input field containing "Sport". A blue "Search" button is located at the bottom of the red box. To the right of the search box, there are four green boxes with text: "Find out what you can do after GCSEs", "Find out about careers advice in your area", "What are Cambridge Technicals?", and "Revision tips... it's never too early to start". A large green box on the far right contains the text "Top tips for getting the most out of open days." and a thumbs-up icon. At the bottom of the page, there are two links: "Click here to view information and advice about choosing what to do and where to do it." and "Click here to find out how to get your courses on UCAS Progress Search". The Windows taskbar is visible at the bottom of the screenshot, showing various application icons and the system clock displaying 12:29 on 24/11/2015.

Search home Information hub Favourites Profile Applications Account Help Log off Welcome David

Search for courses now!

Where do you want to search?

Optional: How far away do you want to search?
☐ This area only ☐ 1 mile ☐ 5 ☒ 10 ☐ 20 ☐ 40 miles

Optional: Which learning provider do you want to study at?
If you know the name of a school, college, academy or work-based training provider enter it here, or leave it blank to search all providers

Optional: Which courses or subjects do you want to look at?
If you know the name of courses, subjects or other types of learning opportunities enter them here, or leave it blank to search all courses

[Click here to view information and advice about choosing what to do and where to do it.](#)

[Click here to find out how to get your courses on UCAS Progress Search](#)

Find out what you can do after GCSEs

Find out about careers advice in your area

What are Cambridge Technicals?

Revision tips... it's never too early to start

Top tips for getting the most out of open days.

Add the course to Favorites

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/search/results?Age=28&Location=B>. The page is titled "Search" and displays search results for "Sport" at "Sussex Downs College". The search criteria include "Where do you want to search?" (BN99JL), "Optional: How far away do you want to search?" (radio buttons for 1 mile, 5, 10, 20, 40 miles), "Optional: Which learning provider do you want to study at?" (Sussex Downs College), and "Optional: Which courses or subjects do you want to look at?" (Sport). The search results show four courses, each with an "Add to favourites" button. A blue arrow points to the "Add to favourites" button for the "Physical Education (Sports Studies) A Level" course.

Search

Where do you want to search?
BN99JL

Optional: How far away do you want to search?
☐ This area only ☐ 1 mile ☐ 5 ☒ 10
☐ 20 ☐ 40 miles

Optional: Which learning provider do you want to study at?
If you know the name of a school, college, academy or work-based training provider enter it here, or leave it blank to search all providers
Sussex Downs College

Optional: Which courses or subjects do you want to look at?
If you know the name of courses, subjects or other types of learning opportunities enter them here, or leave it blank to search all courses
Sport

Search

Filter your results

Course results **Provider results** **Map view**

Total results : 16

Sport Academy Men's Football
at Sussex Downs College
Lewes Campus
5.9 miles from search location
Start date: Next September
Add to favourites
Other general qualification

Sport Academy Women's Netball
at Sussex Downs College
Lewes Campus
5.9 miles from search location
Start date: Next September
Add to favourites
Other general qualification

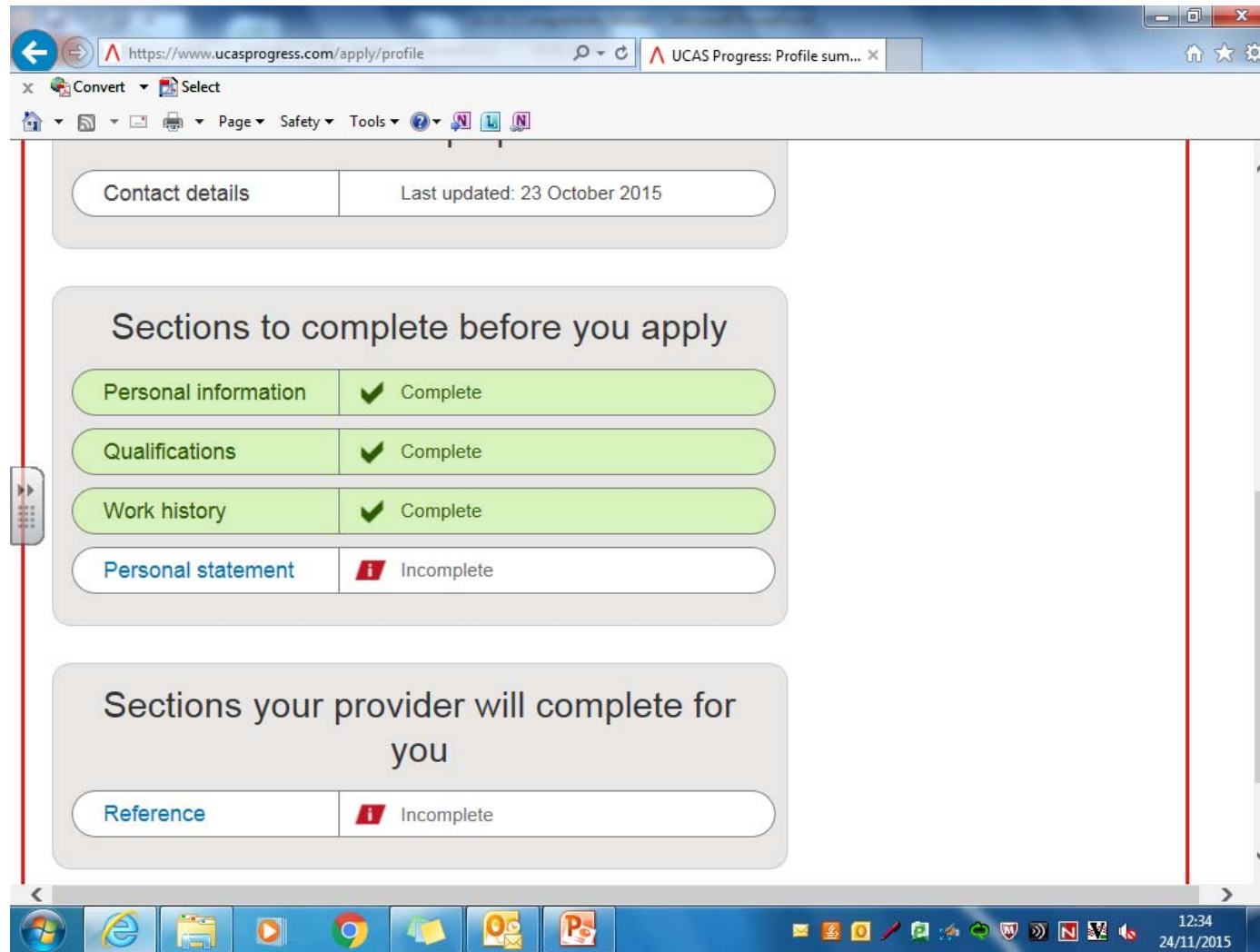
Sports Academy Men's Rugby
at Sussex Downs College
Lewes Campus
5.9 miles from search location
Start date: Next September
Add to favourites
Other general qualification

Physical Education (Sports Studies) A Level
at Sussex Downs College
Eastbourne Campus
10.2 miles from search location
Start date: Next September
Add to favourites
A level (AS/A2)
Level 3

Check it is there

The screenshot shows a web browser window with the address bar displaying <https://www.ucasprogress.com/learner/favourites>. The page title is "UCAS Progress: Favourites". The browser's address bar shows the URL and the page title. The page content includes a "Diploma" section with a "Start date : Next September" and a "Remove from favourites" button. Below this, there is a section for "Sussex Downs College" with its logo and a "Remove from favourites" button. Under the college section, there are three entries: "Community Sports Leadership Award" (Lewes Campus, Start date : Next September), "History A Level" (Lewes Campus, Start date : Next September), and "Physical Education A level" (Lewes Campus, Start date : Next September). Each entry has a "Remove from favourites" button and a green button labeled "Other general qualification", "A level (AS/A2)", and "Level 2", "Level 3" respectively. A large blue arrow points to the right, indicating the next step in the process.

Complete ALL 5 sections, tutor will do reference



The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/apply/profile>. The page displays the UCAS Progress profile completion status. At the top, there is a 'Contact details' section with a 'Last updated: 23 October 2015' timestamp. Below this, a section titled 'Sections to complete before you apply' lists four items: 'Personal information' (Complete), 'Qualifications' (Complete), 'Work history' (Complete), and 'Personal statement' (Incomplete). Further down, a section titled 'Sections your provider will complete for you' lists one item: 'Reference' (Incomplete). The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:34 on 24/11/2015.

Section	Status
Contact details	Last updated: 23 October 2015
Sections to complete before you apply	
Personal information	Complete
Qualifications	Complete
Work history	Complete
Personal statement	Incomplete
Sections your provider will complete for you	
Reference	Incomplete

Click on Applications



The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/apply/applications>. The page title is "UCAS Progress: Applications". The navigation bar includes links for Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. A blue arrow points to the "Applications" link. Below the navigation bar, the heading "Applications" is displayed. The text below the heading states: "If you have any draft applications you should submit these as soon as possible. Make sure you come back and check your applications and reply to any offers or messages." and "You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the 'Change the order of your choices' button or the 'Change' links below." Below this text is a "Start a new application" button. A flowchart shows four stages: 1 Not sent, 2 In progress, 3 Offered, and 4 Accepted. The "In progress" stage is highlighted with a blue border and contains the text "You have no applications in progress". The "Offered" stage is highlighted with an orange border and contains the text "You have not received any offers". The "Accepted" stage is highlighted with a green border and contains the text "You have not accepted any applications". At the bottom of the page, there is a red banner with links for Privacy policy, Terms & conditions, and a statement about cookies. The Windows taskbar at the bottom shows the time as 12:35 on 24/11/2015.

Search home Information hub Favourites Profile Applications Account Help Log off Welcome David

Applications

If you have any draft applications you should submit these as soon as possible. Make sure you come back and check your applications and reply to any offers or messages.

You should make sure that your applications are in the right preference order when you submit an application or accept an offer. You can do this by clicking on the "Change the order of your choices" button or the "Change" links below.

Start a new application

- 1 Not sent
- 2 In progress
You have no applications in progress
- 3 Offered
You have not received any offers
- 4 Accepted
You have not accepted any applications

Privacy policy Terms & conditions UCAS Progress uses cookies to give you the best possible and secure experience. View our cookies page for more information.

12:35 24/11/2015

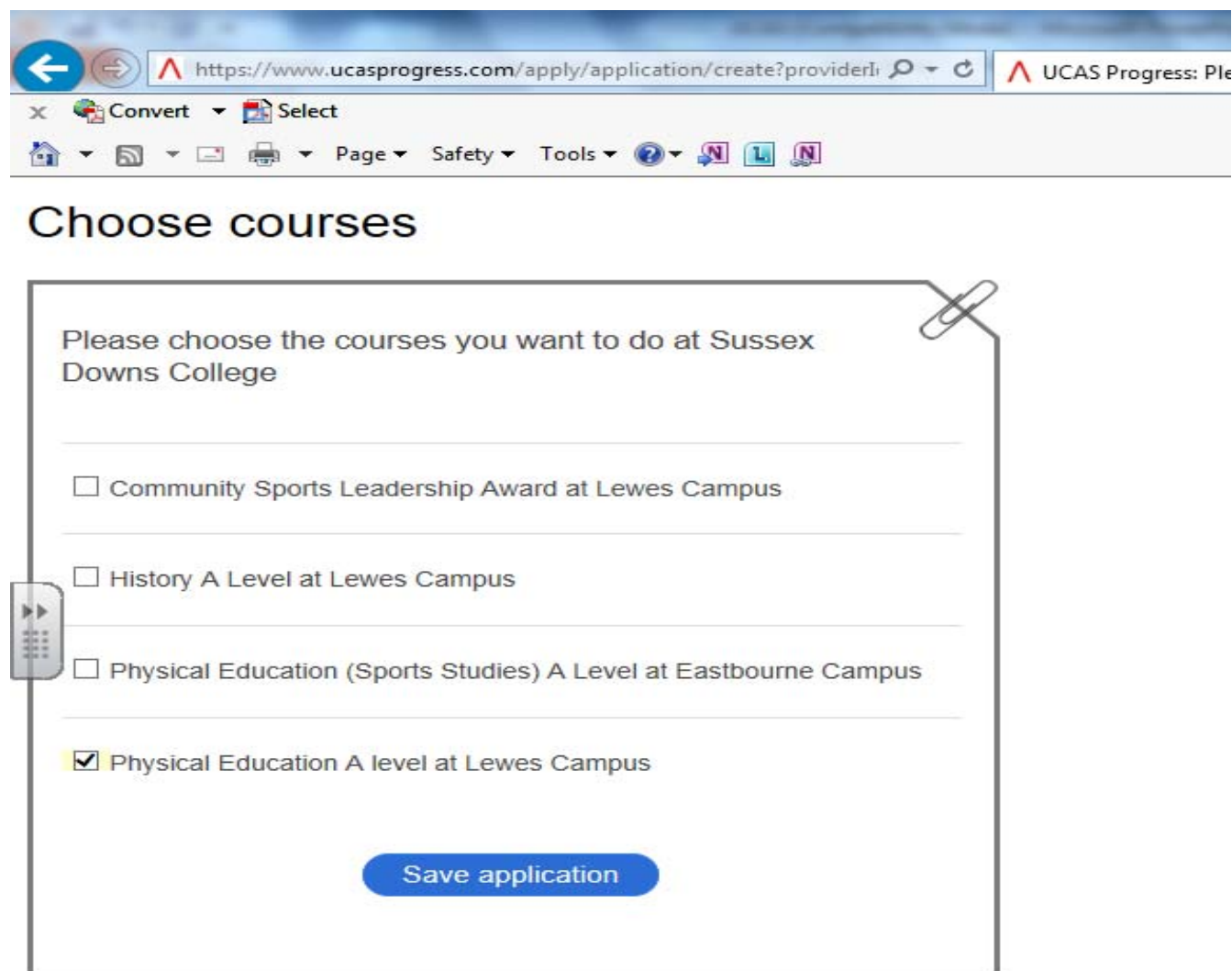
Click on 'start a new application'

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/apply/application/make>. The page features the UCAS Progress logo and a pink banner with the text: "Waiting for an organ can take years. Registering as a donor takes just 2 minutes." and "#TimeToSign" with the website www.organdonation.nhs.uk/timetosign. The navigation bar includes links: Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. The main content area is titled "Choose provider" and contains a box with the instruction: "Please choose who you want to apply to:". Below this, a note states: "Greyed out providers cannot be applied to through UCAS Progress. Please contact the provider directly." Two provider options are listed: "Brighton Hove and Sussex Sixth Form College - BHASVIC" (greyed out) and "Sussex Downs College" (highlighted in blue). A red footer bar contains links for Privacy policy, Terms & conditions, and a cookie notice. The Windows taskbar at the bottom shows the time as 12:36 on 24/11/2015.

Click on the College highlighted in BLUE – Accept and continue.

The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/apply/application/beforeapply?pro>. The page features the UCAS Progress logo and a pink banner for organ donation with the text "Waiting for an organ can take years. Registering as a donor takes just 2 minutes." and "#TimeToSign". The navigation bar includes links for Search home, Information hub, Favourites, Profile, Applications, Account, Help, Log off, and Welcome David. The main content area is titled "Further information" and displays a card for "Sussex Downs College". The card contains the text: "Once you have submitted your application we will normally contact you via email. Please check you emails regularly for invitations to attend an interview." and a link "Click here". A blue button labeled "Accept and continue" is highlighted with a red box. At the bottom, a red banner contains links for Privacy policy, Terms & conditions, and a statement about cookies. The Windows taskbar at the bottom shows the time as 12:37 on 24/11/2015.

Click on the course and 'save application'



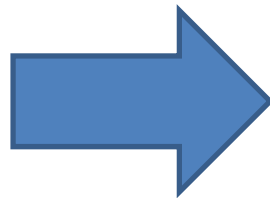
The screenshot shows a web browser window with the URL <https://www.ucasprogress.com/apply/application/create?providerId>. The page title is "Choose courses". Below the title, there is a text box with the instruction "Please choose the courses you want to do at Sussex Downs College". To the left of the text box is a vertical scrollbar. The text box contains a list of courses with checkboxes:

- ☐ Community Sports Leadership Award at Lewes Campus
- ☐ History A Level at Lewes Campus
- ☐ Physical Education (Sports Studies) A Level at Eastbourne Campus
- ☒ Physical Education A level at Lewes Campus

At the bottom of the text box is a blue button labeled "Save application".

Complete the questions

You can't submit an application until you have completed ALL of your profile



ation/430076 UCAS Progress:

Draft 1→2→3→4
on 24/11/2015

Your application has not yet been submitted. Before you send it make sure:

- you have completed all sections of your profile
- you have selected the correct courses

Once you are happy, click 'Submit' and your application will be sent to Sussex Downs College.

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider?
You have not answered this question.

What are your career aims/goals?
You have not answered this question.

Are you a carer for a family member?
You have not answered this question.

Would you like help deciding which course is right for you?
You have not answered this question.

Do you have an unspent criminal conviction or prosecution pending?
You have not answered this question.

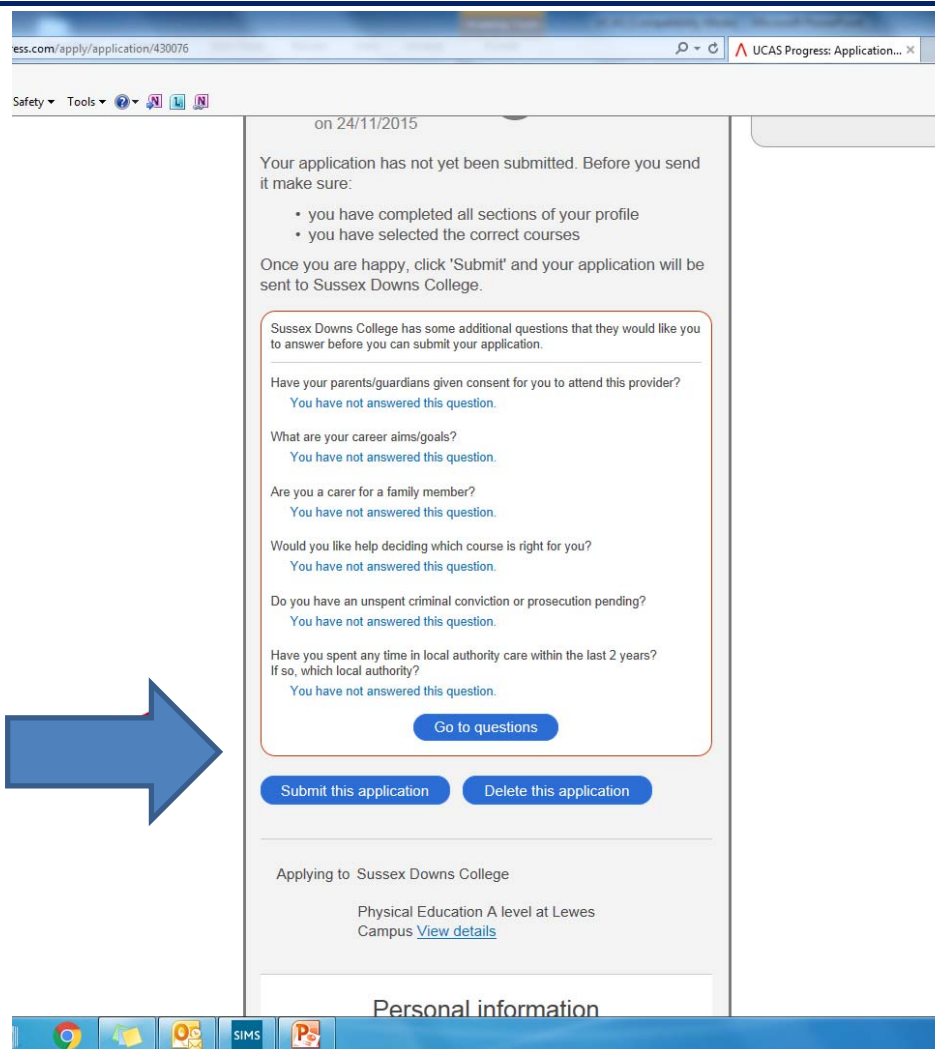
Have you spent any time in local authority care within the last 2 years?
If so, which local authority?
You have not answered this question.

[Go to questions](#)

[Submit this application](#) [Delete this application](#)

You need to complete your profile and contact details sections to be able to submit this application.

Once that is done you are good to go



on 24/11/2015

Your application has not yet been submitted. Before you send it make sure:

- you have completed all sections of your profile
- you have selected the correct courses

Once you are happy, click 'Submit' and your application will be sent to Sussex Downs College.

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider?
[You have not answered this question.](#)

What are your career aims/goals?
[You have not answered this question.](#)

Are you a carer for a family member?
[You have not answered this question.](#)

Would you like help deciding which course is right for you?
[You have not answered this question.](#)

Do you have an unspent criminal conviction or prosecution pending?
[You have not answered this question.](#)

Have you spent any time in local authority care within the last 2 years?
If so, which local authority?
[You have not answered this question.](#)

[Go to questions](#)

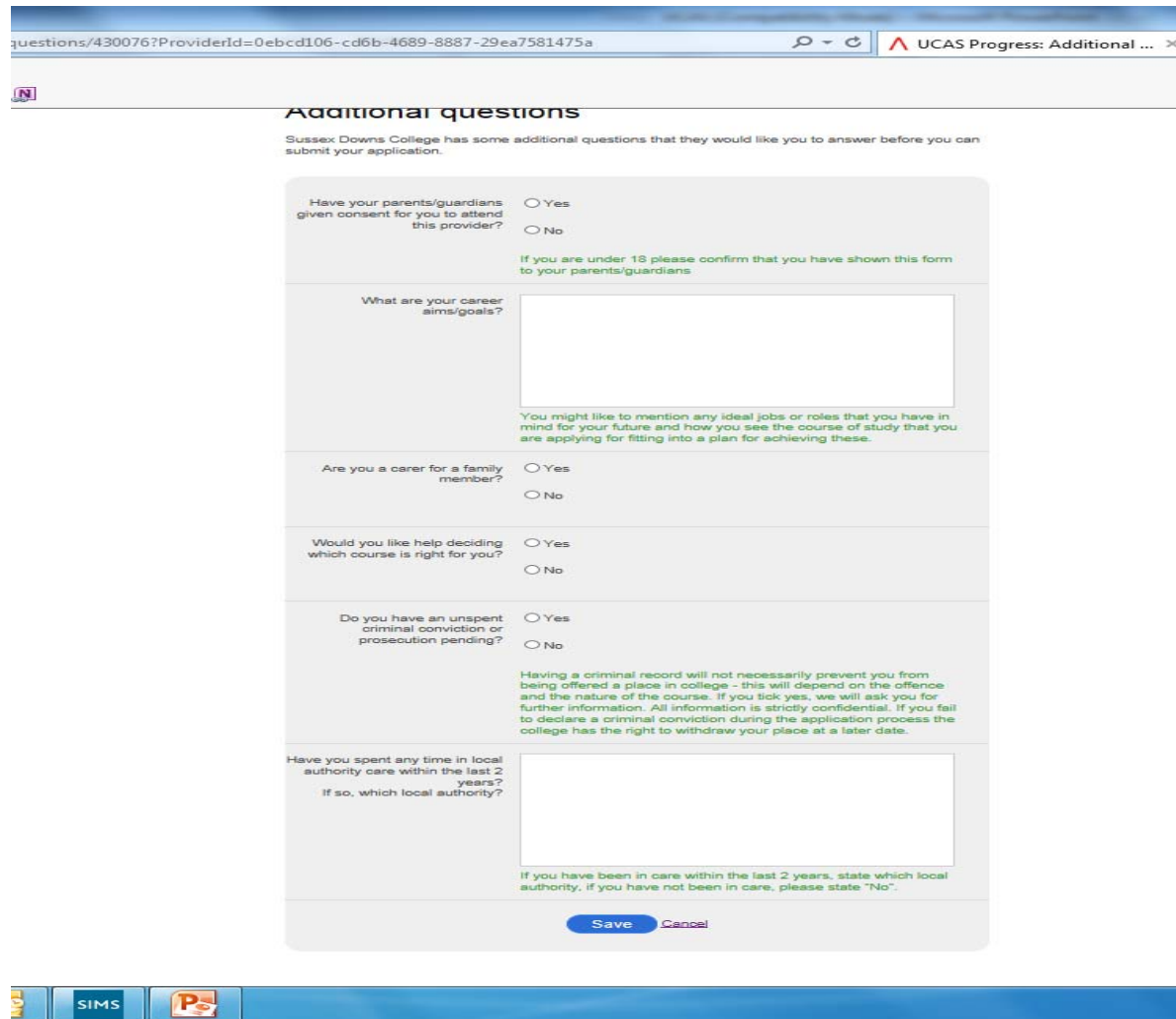
[Submit this application](#) [Delete this application](#)

Applying to Sussex Downs College

Physical Education A level at Lewes Campus [View details](#)

Personal information

They look like this .. Then click save



The screenshot shows a web browser window with the address bar displaying a URL: `questions/430076?ProviderId=0ebcd106-cd6b-4689-8887-29ea7581475a`. The browser tab is labeled "UCAS Progress: Additional ...". The page content is titled "Additional questions" and includes a sub-header: "Sussex Downs College has some additional questions that they would like you to answer before you can submit your application."

The form contains several questions with radio button options:

- Have your parents/guardians given consent for you to attend this provider?
☐ Yes
☐ No
If you are under 18 please confirm that you have shown this form to your parents/guardians
- What are your career aims/goals?

You might like to mention any ideal jobs or roles that you have in mind for your future and how you see the course of study that you are applying for fitting into a plan for achieving these.
- Are you a carer for a family member?
☐ Yes
☐ No
- Would you like help deciding which course is right for you?
☐ Yes
☐ No
- Do you have an unspent criminal conviction or prosecution pending?
☐ Yes
☐ No
Having a criminal record will not necessarily prevent you from being offered a place in college - this will depend on the offence and the nature of the course. If you tick yes, we will ask you for further information. All information is strictly confidential. If you fail to declare a criminal conviction during the application process the college has the right to withdraw your place at a later date.
- Have you spent any time in local authority care within the last 2 years?
If so, which local authority?

If you have been in care within the last 2 years, state which local authority, if you have not been in care, please state "No".

At the bottom of the form are two buttons: "Save" and "Cancel".

The taskbar at the bottom of the screen shows icons for a folder, SIMS, and a presentation file.

Submit your application!!

ly/application/430076 UCAS Progress: Application... ✕

ools ? N L N

on 24/11/2015

Your application has not yet been submitted. Before you send it make sure:

- you have completed all sections of your profile
- you have selected the correct courses

Once you are happy, click 'Submit' and your application will be sent to Sussex Downs College.

Sussex Downs College has some additional questions that they would like you to answer before you can submit your application.

Have your parents/guardians given consent for you to attend this provider?
Yes

What are your career aims/goals?
no

Are you a carer for a family member?
No

Would you like help deciding which course is right for you?
No

Do you have an unspent criminal conviction or prosecution pending?
No

Have you spent any time in local authority care within the last 2 years?
If so, which local authority?
no

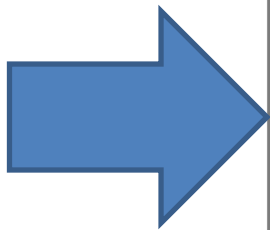
Go to questions

Submit this application Delete this application

Applying to: Sussex Downs College

Physical Education A level at Lewes Campus [View details](#)

Personal information



Seahaven Academy
The best in everyone™
Part of United Learning



United Learning
The best in everyone™

What could be quite handy ...

- **Work at home with parents/carers**
- **Ask your tutor to look over your application**
- **Speak to me if you need help**
- **Have your tutor complete the reference before sending it off**
- **Make sure you have the right level course**

Possible problems

- I have forgotten my password. We can reset it
- I am locked out. We can unlock you
- User name is incorrect or not recognised. I can resend it to you
- Use target grades for subjects
- Ask your tutor to look up information on SIMs
- Have a list of the information so parents/carers can tell you ... like your phone number, postcode etc.