

APPLYING TO UCAS

A step-by-step guide on how to Register:

1.	Go to www.ucas.ac.uk
2.	Click on Apply.
3.	Click on Register/Login to use Apply 2012.
4.	If it is the first time you have logged in, click Register. If you have already registered, enter your username and password. Click Next.
5.	Read the Terms and Conditions. Put a tick in the 'accept terms and conditions' box. Click Next.
6.	Fill in Personal Details (name, address, etc). You will also be asked about a UCAS Card – click on the relevant option.
7.	You will now be asked to set a password – this should be 6-14 characters long and must include a number.
8.	You will also be asked four security questions. Select your questions from the drop-down menu. Click Next.
9.	If registration has been successful you will be issued with a username. Make a note of your username and password (which you have already created) as you will need both each time you log into UCAS. Select 'Log in Now'.
10.	The next screen will ask how you are applying – select 'Through my school/college'. Click Next.
11.	Type in the buzzword – bejustandfearnot12. Click Next.
12.	The screen should show the details for Trinity School (if it does not, follow the instructions). Click Next.
13.	Select your Tutor Group from the drop-down menu. Click Next.
14.	You will be prompted to verify your e-mail address. Check your e-mails for a verification code which must be entered into your UCAS form before you are able to proceed any further.
15.	You will be issued with a Personal ID which you should also make a note of for future reference.
16.	You can now start to complete your UCAS form by selecting from the options on the left-hand side of the screen. Check all details are correct and that you have used capital letters where appropriate. Use drop-down menus where available.
17.	When you have completed a section click 'Section Completed' and Save (you can always go back and make changes to any section if the information you have entered is incorrect).
18.	Log out when you are happy with the information you have entered.
19.	You will be asked for your username and password each time you log into UCAS so make sure you have made a note of both and have them to hand.
20.	Any problems – speak with Mrs Fleming (Student Manager).