

UCAS Progress 2017 Entry Step-By-Step Guide



To start: Search google by typing in 'UCAS Progress' and a link to the 'UCAS Progress: Log on' page should come up

<https://www.ucasprogress.com/authentication/logon>



[Search home](#) [Information hub](#)

Log on

Username

Password

[Forgotten your password?](#)

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

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.

1. Using the Login details given to you by school, enter your username and password. This will take you to your own individual homepage.

If you have forgotten your password, there is a 'Forgotten password' link at the bottom of the screen or you can go and see Mrs Hardy in the Pastoral Office who will be able to sort your account out.

2. The main screen for UCAS progress will appear. Progress works in 5 'stages' as shown below. This step-by-step guide will take you through stage 3 first in detail and then stages 1 and 2; 4 and 5.

If at any point you are confused about the application process, please just ask your tutor, Mrs Dobbins or Miss Darby.

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UCAS Progress

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Welcome Imaginary

How Progress works

Search

Search for courses. Enter your Postcode into the Search box to begin looking for courses that suit you.

Favourites

Now you have found some courses that you want to apply for, add them to your favourites by using the 'Add to favourites' button.

[Add to favourites](#)

Make sure you add all courses that you may want to apply for to your favourites.

Profile

You will need to complete your Profile before you apply as this becomes your application form. You can start completing the profile at any time and it is a good idea to do this as soon as possible so you are ready to make an application.

Making an application

Once you have completed your profile and saved courses to favourites, you are ready to start an application. Click on the applications tab on the homepage and select 'Start a new application'.

[Start a new application](#)

Responding to offers

You will receive an e-mail when anything changes with your application. You can accept as many offers as you would like, and we would recommend that you keep checking into UCAS Progress to see if you have any messages or to respond to offers.

Stage 3

3. Once you have logged onto the UCAS Progress Home Page click 'Profile' and the summary page of your profile will appear.

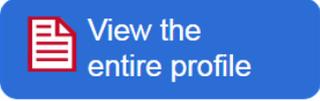
Summary **Personal information** Qualifications Work history Personal statement **Contact details** Reference

Summary for Imaginary Person

i This profile is where you enter information to be included as part of your applications.
How it works:

- You can enter and save information in each section using the tabs (Personal information, Qualifications etc.).
- When you have finished working on each section save it or mark it as complete at the bottom of the page.
- Complete as much information as possible within each section and ask teachers or advisers for help if you are unsure of what is needed.

i Once all of the sections have been marked as complete, you will be able to approve the profile.

 View the entire profile

Sections to keep up-to-date

Contact details	i Incomplete
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Sections to complete before you apply

Personal information	i Incomplete
Qualifications	i Incomplete
Work history	i Incomplete
Personal statement	i Incomplete

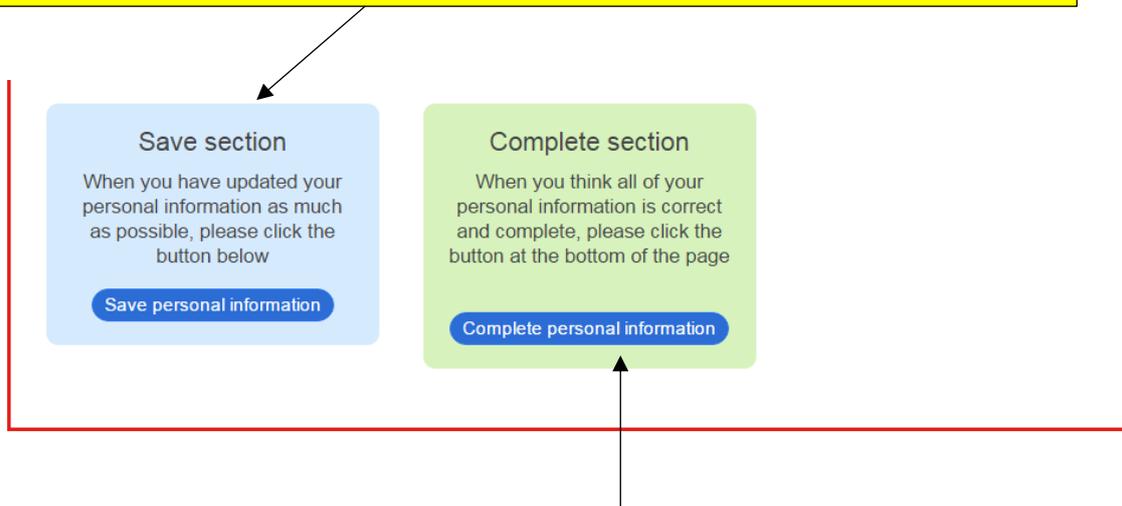
Sections your provider will complete for you

Reference	i Incomplete
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4. As you fill in and save each section the boxes will change to 'complete'. You can also view the entire profile by clicking on the blue box

5. Click on 'Personal Information' and 'Contact details' at the top of the page. You can check that all the information added by school is correct. In particular, please check phone numbers. As these can change regularly, we have inputted the school number, please edit it to the best contact number for yourself.

6. Once you have updated your 'Personal Information' you can save any changes by clicking on the blue box at the end of the page.



7. **WAIT** until all the information is correct and complete before clicking on the green box. When you click on this box the summary page will show this section as complete.

8. Click on the Qualifications tab at the top of the page. All of your qualifications will have been uploaded in bulk into this area of your profile and this area of the profile will be locked. If you see an error or wish to amend information on this page, please let your tutor know who will liaise with the Pastoral Team.

The screenshot shows a navigation bar with tabs: Summary, Personal information, Qualifications, Work history, Personal statement, Contact details, and Reference. The 'Qualifications' tab is highlighted in red and circled. Below the navigation bar is the heading 'Qualifications for Imaginary Person'. Underneath is a light blue box with an information icon and the text: 'Things to remember: Enter all the qualifications you have or are working towards. If you have any questions please ask your teacher or adviser.'

9. Next click on the 'Work History' tab at the top of the page. Click 'start adding your work history'.

The screenshot shows a navigation bar with tabs: Summary, Personal information, Qualifications, **Work history**, Personal statement, Contact details, and Reference. Below the tabs, the page title is "Work history for Imaginary Person". A blue box contains the heading "Things to remember:" followed by a bullet point: "Work history can include part time jobs, voluntary work and work experience." Below this, a grey box states "You have not added any work history". At the bottom of this grey box, two buttons are visible: "Start adding your work history" (highlighted with a red circle) and "I have no work history".

10. On the next screen, add the employers name, your job title, start and end date, type of work (full/part-time or work experience) and a brief description of your duties. Once you have added your work history click the blue save button at the end.

If you have more than one experience to put input click on the 'save and add another'

REMEMBER to save at the end!

The screenshot shows the "Work history for Imaginary Person" page with the "Work history" tab selected. A blue information box contains the text: "Your work history can include any part time jobs, voluntary positions or work experience placements. This information helps institutions to understand any wider skills and experiences that you will have gained. When completing this section you may wish to think about how the skills and experiences you may have developed will support you on the course or programme you may apply for." Below this, the form fields are: "Employer" (text input), "Position/Job title" (text input), "Start date" (Month and Year dropdowns), "End date" (Month and Year dropdowns), "Type of work" (radio buttons for Part time, Full time, Work experience), and "Main duties" (text area). At the bottom, there are three buttons: "Save", "Save and add another", and "Cancel".

11. Now click on the 'Personal Statement' tab at the top of the page. You will have completed your personal statement in PSHCE and saved it as a word document. This should now be copied and pasted into the blank box.

Summary Personal information Qualifications Work history **Personal statement** Contact details Reference

Personal statement for Imaginary Person

i Things to remember:

- This section is a really good chance to tell people a bit more about yourself.
- You could include your career aspirations, achievements, skills, hobbies and interests.
- Think about what the person reading your statement would like to know about you.
- Talk to people you trust for their thoughts and advice about your personal statement.
- Think about your spelling, grammar and use of English.

Your personal statement can not exceed 8000 characters

Save section
When you have updated your personal statement as much as possible, please click the button below

Save personal statement

Complete section
When you think you have finished your personal statement, please click the button below

Complete personal statement

12. You can keep saving your personal statement by clicking on the blue box.

13. WAIT until all the information is correct and complete before clicking on the green box. When you click on this box the summary page will show this section as complete.

14. Final Section is the reference section which will be completed by your tutor and Mrs Dobbins so you will not need to add anything to this page

Summary Personal information Qualifications Work history Personal statement Contact details **Reference**

Reference

i Information:

- Your current school, academy can add a referee and reference here.
- Not all learning providers require a reference so your school or academy may not be required to complete this section.

! No referee has been added by your school or provider.

! Your school or provider has not added a reference at the moment.

Stage 1 and 2

15. Click on 'Search Home' to return to the search page. From here you can put in your postcode and then select:

- The furthest distance you would like to travel to study
- The place you wish to study at or
- The course (or subject) you are interested in

Hit 'SEARCH' and the site will return results linked to the choices you have made

Search home Information hub Favourites Profile Applications

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

Search

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 and the other marketing opportunities we offer.

Geography, history, science, maths
 What subjects do you like?

Meet new friends at school and college open days.

UCAS

Search

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

[Search](#)

Filter your results

Course results

Provider results

Map view

Total results : 22

Geography A Level

at Countesthorpe Leysland Community College

Countesthorpe Community College

2.8 miles from search location

Start date: Next September

[Add to favourites](#)

A level (AS/A2)

Level 3

AS/A2 Level 3: Geography

at Wigston College

Wigston College

3.6 miles from search location

Start date: Next September

[Add to favourites](#)

A level (AS/A2)

Level 3

Geography A Level

at Wyggeston and Queen Elizabeth I College (WQE)

Wyggeston and Queen Elizabeth (WQE) I College

4.1 miles from search location

Start date: Next September

[Add to favourites](#)

A level (AS/A2)

Level 3

Geography : A Level Year 2

at Regent College

Wyggeston and Queen Elizabeth 1st College

4.1 miles from search location

Start date: Next September

[Add to favourites](#)

A level (AS/A2)

Level 3

16. When you search for a course (or provider), the results will initially be displayed in a list format. The results are displayed with the courses or provider nearest to your search location at the top of the page.

From this page you can also view the results by changing tabs and looking at the results:

- By provider
- On a map

You can also filter your results, using the different fields.

Once you have found the course of your choice you can click '**add to favourites**'

Favourites

i Once you have added the courses you want to apply for, go to the Applications tab and choose "Start a new application".

17. All courses added to the favourites can be viewed by clicking on 'Favourites' at the top of the screen.

Bosworth Academy Remove from favourites



A Level: Geography
Bosworth Academy
Start date : Next September

Remove from favourites

A level (AS/A2)
Level 3

Countesthorpe Leysland Community College Remove from favourites



Geography A Level
Countesthorpe Community College
Start date : Next September

Remove from favourites

A level (AS/A2)
Level 3

Groby Community College Remove from favourites



Stage 4 and 5

18. Now it is decision time!
Click '**Applications**' on the UCAS progress Home Page.
When you are ready to apply, click on '**Start a new application**'

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Search home Information hub Favourites Profile **Applications** Account

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.



Choose provider

Please choose who you want to apply to:

Greyed out providers cannot be applied to through UCAS Progress. Please contact the provider directly.

Bosworth Academy

Countesthorpe Leysland Community College

Groby Community College

Wyggeston and Queen Elizabeth I College (WQE)

19. The providers you saved in your favourites will now appear.

Click on each provider in turn to complete the application process.

You will get the opportunity to change the order of providers at a later stage but we **recommend that you apply in the order of preference now to avoid confusion.**

Choose courses

Please choose the courses you want to do at Bosworth Academy

A Level: English Literature at Bosworth Academy

A Level: Geography at Bosworth Academy

A Level: History at Bosworth Academy

20. For each application, tick the course(s) that you want to do and then hit the save button.

Change the order of your chosen courses

i You can change the preference order of your courses. Please do not use your browser's back button. Once you are happy then confirm your preference by clicking the **confirm** button at the bottom of the page.

[View application](#)

Choice 1
Chosen course
A Level: English Literature at Bosworth Academy
[View details](#) [Move down](#)

Choice 2
Chosen course
A Level: Geography at Bosworth Academy
[View details](#) [Move up](#) [Move down](#)

Choice 3
Chosen course
A Level: History at Bosworth Academy
[View details](#) [Move up](#)

[Confirm course preference order](#)

21. You can change the order of your chosen courses by clicking the 'Move up' and 'Move down' tabs.

Once you have done this, make sure you confirm the course preference order before moving on.

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Progress



about what it means to be an
apprentice

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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](#) [Change the order of your choices](#) [View closed applications](#)

1 Not sent → **2 In progress** → **3 Offered** → **4 Accepted**

1 Not sent
Bosworth Academy
Draft
[View](#)
Countesthorpe Leysland Community College
Draft
[View](#)

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

22. After confirming your course preference, go back to the '**Applications**' Tab and complete your next application.

Once you have completed your applications you will see them in the '**not sent**' section.

At this point, if your applications are in the wrong order of preference – **CHANGE IT NOW!**

To take the application to the next stage – click the **View** button

Draft 1 → 2 → 3 → 4
 on 10/10/2016

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 Bosworth Academy.

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

Applying to Bosworth Academy

- 1 - A Level: English Literature at Bosworth Academy [View details](#)
- 2 - A Level: Geography at Bosworth Academy [View details](#)
- 3 - A Level: History at Bosworth Academy [View details](#)

Personal information

Messaging

23. In the final stages of your application, any issues will be identified before you can submit. Sometimes this might be extra questions to complete, or it might be down to inaccuracies in completing the form.

We have also ensured that pupils cannot submit without us checking it for accuracy first and ensuring that references are ready to go.

When you are ready to submit you must ask your tutor to get final authorisation to submit.

Once all issues are resolved and your profile is complete and you have authorisation, the **'Submit this application'** box will turn blue and you will be able to click to send off the application.

Once it is submitted **NOTHING** can be changed! Check, check and check it again!

24. Once you have applied you need to regularly check for any messages from providers.

The status of your applications will also be shown.

If you receive offers – they will be shown in the offered box.

We would recommend that you accept all your offers – to give you options once your exam results come out.

In the accepted Box you can prioritise your offers – putting them in order of preference

