

UCAS WORKSHOP

In this workshop you will begin the first process for applying to University by **REGISTERING** with UCAS

Steps:

- Go to www.UCAS.com
- Click on **Sign-In** (top right of screen) and select student option
- On the next screen select **Undergraduate** and the **2020 option Apply**
- On the next screen, select **Register** (not log-in)
- Take time to read the first screen, noting the following information:

*Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. **Please make a note of these details as you will need them to log back in to your application later.**

- You will be asked to enter a buzzword during the registration process. This is to ensure that your application is linked to the school and that you are not registered for individual entry. The buzzword is **FrogStomp12**
- The next screen will list the Terms and Conditions which you will need to accept by clicking on the text box.

Some important points:

- Staff do not have access to your log-in details so it is vital that you remember them!
- Before leaving this workshop, make sure you log in to UCAS to make sure your log-ins work
- Please read the screens carefully! If you make mistakes or leave out information, warning messages will appear.

A booklet outlining the application process can be found at:

<https://www.ucas.com/file/77801/download?token=N47ycGO>

Once registered , you can log back in to UCAS in your own time and complete the rest of the application.

When completing the **Education** section:

- You **MUST** include everything, including any exams you have failed
- You **MUST** list the exams you are taking in the Summer, giving grades as PENDING

For more information on the Education section and the whole application process, see:

<https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application>