**Applying to UCAS 2018**

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| Step 1 | Register – choose Undergraduate registration |
| * Click Register – Undergraduate registration | |
| Step 2 | Register and apply for 2018 |
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| Step 3 | Register |
| * Next 🡪 read terms and conditions 🡪 click box 🡪 Next | |
| Step 4 | Register – Initial details |
| * Enter your personal details * Choose your postal address * Register your postcode * Enter your personal details – email, contact numbers * Choose how UCAS can contact you –      * Next | |
| Step 5 | Security |
| * Set a password – please save this (you CANNOT reset this later) * Your password **must** contain a **capital letter** and a **special character** (\* & !) * Answer security questions * Next | |
| Step 6 | Register: Success |
| * **You must take a note of the username given here** * Login Now | |
| Step 7 | How are you applying? |
| * Please choose applying through school      * Next | |
| Step 8 | Buzzword |
| * Enter – **Balfron18** * Next | |
| Step 9 | Which Centre |
| * Balfron High School is listed – click choose this centre | |
| Step 10 | Tutor Group |
| * Choose your house | |
| Step 11 | Welcome screen |
| * **You MUST save this number – your personal ID** | |
| Step 12 | Verify your email address |
| * Click on the link to verify | |
| Next Steps: | |
| You are now registered on UCAS and must now complete (and see ticks in) each section on the menu – from Personal details to Pay/Send.   * click on each section to begin completing the information in that section * Centre – Balfron High School 5726034 * you can complete the sections in any order – make sure you click **save** at the end of each section (the section does not have to be complete when you save and logout) * each section has a video clip you can watch to make sure you understand what to enter * **Personal Details** - if you are a Scottish student – use code **02 UK** and search the list for **Student AA Scotland** (SAAS) * **Education** – choose Below Honours Degree * **Statement** – create your personal statement in WORD first * **View all details** – a final check of all data entered *(make sure you see your Depute when you are at this stage)* * **Pay/Send** – you can pay online with a card or pay the school (by cheque). You are sending your application to the Deputes to check it (you are not sending it to UCAS)   Your PT home area will send your school reference to the Deputes who will review it and send it to UCAS when they send your application. | |