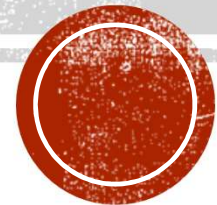


UCAS REGISTRATION & TROUBLESHOOTING



ALL PUPILS WILL HAVE REGISTERED ON UCAS TO GET THEIR EXHIBITION TICKET:

- **Step 1:** Remember which email address you used to register and reset your password if you can't remember it!
- **Step 2:** Click 'Start 2024 Application' in the Hub. (even if you are applying for deferred entry, the application will still be sent in the 2024 cycle).
- **Step 3:** When you get to the stage that asks do you want to 'share' your details with a centre, click 'Yes.'
- **Step 4:** When it asks if you are applying from a school/college, click 'Yes.' To 'link' with school, put in the Buzzword, DCS2024 when prompted.
- **Step 4:** Start adding your personal details if time. You can use the school as your postal address if helpful.
- **Step 5:** Add me as the 'Nominated Contact' in the 'Nominated Access' section. Name: Claire Barley, Relationship to You: Centre UCAS Co-Ordinator. This enables me to discuss your application with your choices, should the need arise.
- **Step 6:** If you get to this point during the session, you can start adding each of your qualifications. You will need to know the grade and exam board of each of your GCSE options. You can add your A Level subjects, but you will need to put 08/24 for the date achieved and 'Pending' should be selected from the drop down list (this is NOT you entering your predicted grades as you do not do that, the school does). Use the spreadsheet of exam boards sent to you to help with the task.

