



Using Help You Choose

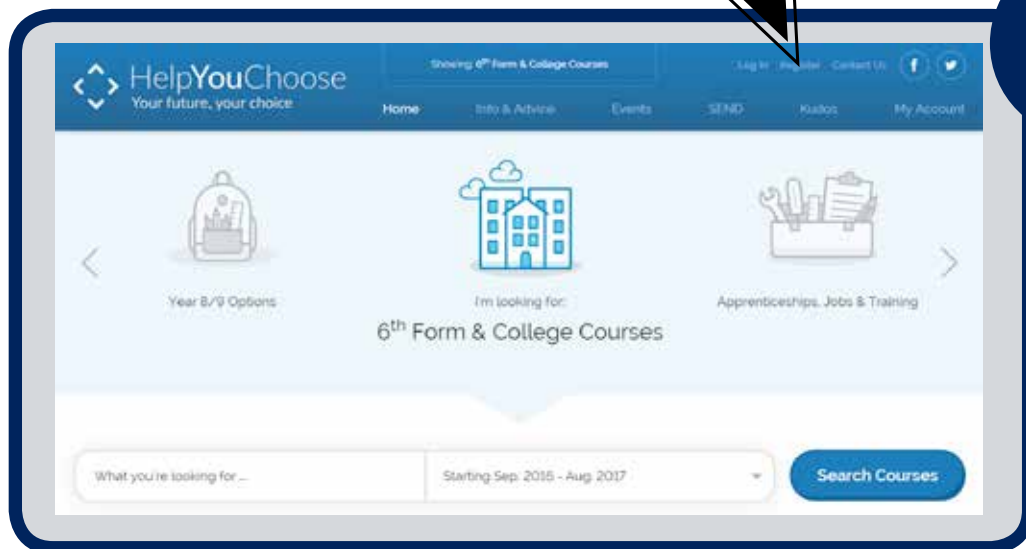


www.helpyouchoose.org

 **Norfolk** County Council

How to Register on Help You Choose

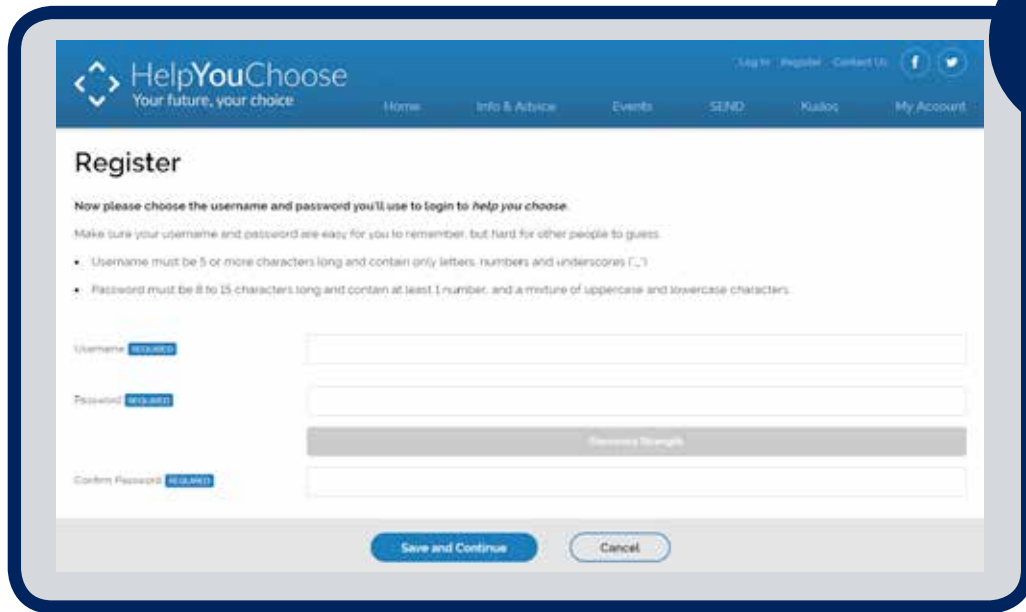
Go to www.helpyouchoose.org and click on **Register** at the top of the homepage.



Fill out each section on the online form. Your UPN (Unique Pupil Number) will be given to you by your school.

A screenshot of the Help You Choose Register form. The header is the same as the homepage. The form title is 'Register'. Below the title, it says 'Please tell us about yourself, so we can check you're a young person in Norfolk.' and 'Please fill in all required fields:'. The form contains several fields: 'Gender' (with radio buttons for Male and Female), 'Date of birth' (with dropdown menus for day, month, and year), 'E-mail' (text input), 'Surname' (text input), and 'School' (dropdown menu). A large blue circle with the number '2' is overlaid on the left side of the form.

When you have added your information correctly you will see a message telling you that you will receive a validation email. You have up to 12 hours to click the link, if you do not click the link you will have to complete the registration process again.



The screenshot shows the 'Register' page on the HelpYouChoose website. The header includes the logo and navigation links. The main content area is titled 'Register' and contains instructions for choosing a username and password. There are three input fields: 'Username', 'Password', and 'Confirm Password'. A 'Save and Continue' button is at the bottom left, and a 'Cancel' button is at the bottom right. A large blue circle with the number '3' is overlaid on the right side of the screenshot.

Create a username and password following the on screen instructions to ensure that it contains the right number of characters.

Choose a memorable question which you will remember so you can retrieve your username and password automatically.

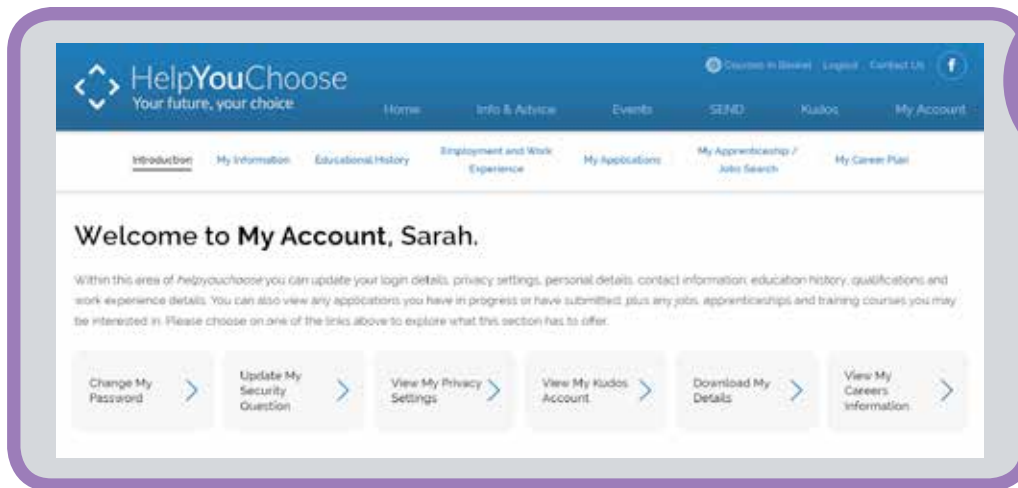
Trouble shooting

- When entering your first name make sure you put your full name for example if your name is Joanne don't type in Jo as the system won't recognise you.
- If you have a double barrelled surname make sure you enter both parts.
- Make sure you have typed in the UPN correctly including the capital letter at the start.
- If do not receive your automated email during registration check that you have correctly typed the email address.

- Still no email? – check your **Spam** or **Junk** folder.
- Make sure you have followed the instructions when entering your username and password.
- Your username, password and memorable question are case sensitive so remember where you have typed in capital letters.
- Do not double click or use the back space during the registration process as you may get an invalid request. If this happens close the window and start the process again.

Using My Account

4

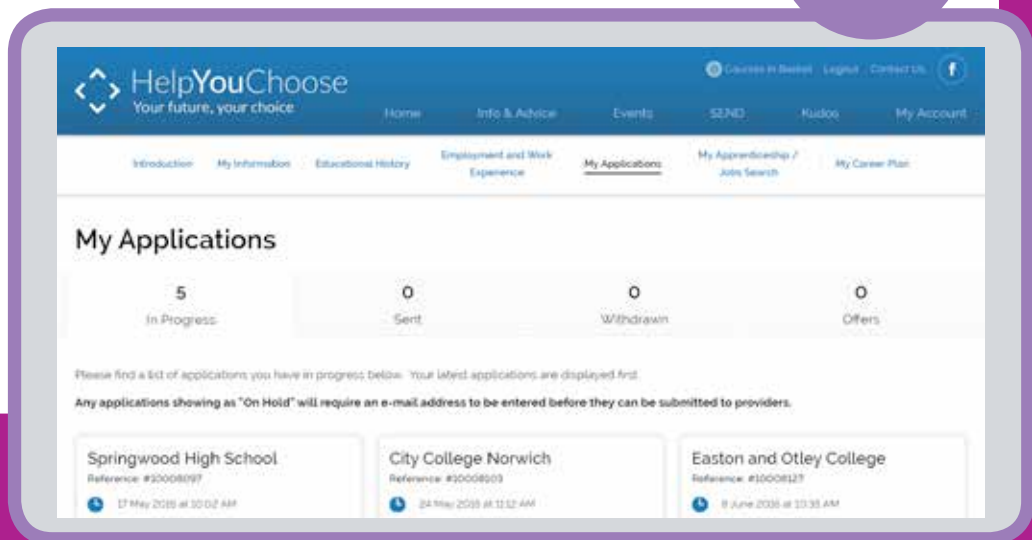


In **My Account** complete the pages **My Information**, **Educational History** and **Employment and Work Experience** with all your relevant details.

The information that you enter on these pages will be transferred to your application form when you make online applications.

5

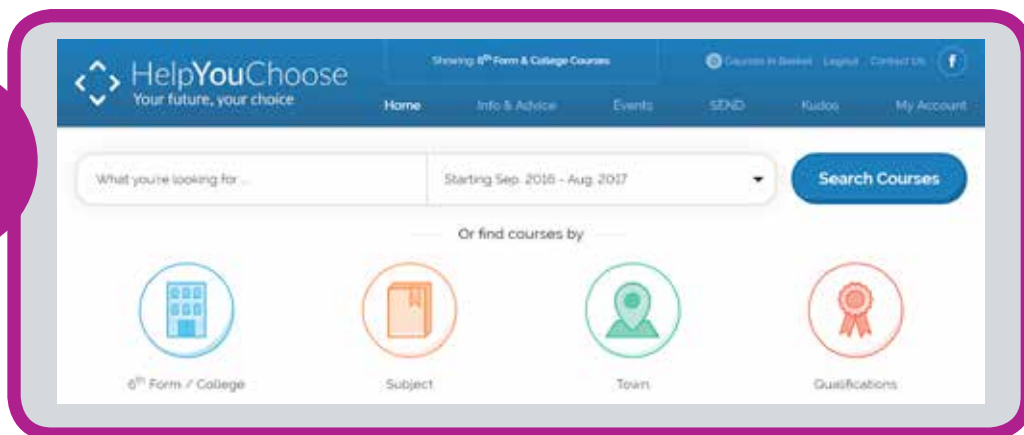
In **My Applications** you can access your partly finished applications, sent applications and accept or reject any offers that you may receive via the Help You Choose website.



Search and Apply on Help You Choose

You can search for courses in 5 ways:

6

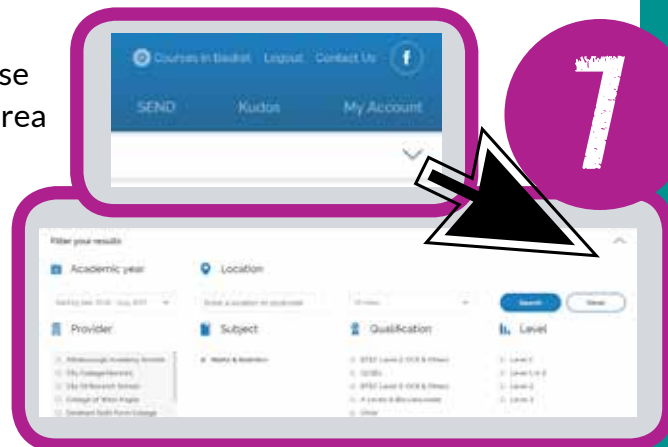


If you were searching for a Maths course in the Norwich area you could:

- Type Maths into the **Quick Search** and then use the filters to find the vacancies in the Norwich area
- Click on **6th Form / College** and select the institutions you know are in your area
- Click on **Subject** and then filter down to the institutions you are interested in
- Click on **Town** and choose area (Central) that you are interested in
- Click on **Qualifications** and filter down to the subject and then towns that you are interested in

As you find courses you like click the **Add to Application** button, when are happy click the **Apply Now** button. If you have already completed the information sections in **My Account** this will pre-fill the application form for you.

7



The screenshot shows a web application interface with a progress bar at the top containing six steps: 1. Choose what to apply for, 2. Login or Register, 3. My information, 4. Educational History, 5. Other Information, and 6. Check and Send Off. The 'My information' step is currently active. Below the progress bar is a form titled 'Personal Details' with the following fields: Title (REQUIRED), Firstname (REQUIRED), Surname (REQUIRED), Date of birth (REQUIRED), and a dropdown menu for 'Sex'. The 'Firstname' field contains 'Garfield' and the 'Date of birth' field is set to '21' for the month and 'September' for the year.

8


When completing your application form include as many contact details as possible and don't forget to enter any exams that you have already taken or will be taking in Year 11. If you have not yet taken your exams enter your predicted grades in the qualifications section.

Click **Check Application** to see a summary of your form. Read it through carefully before sending it making sure

there are no spelling mistakes and click **Submit Application**.

You'll get email messages when important points are reached in your application:

- When you send your application
- When the Sixth Form or College open the application
- When the Sixth Form or College begin to process your application

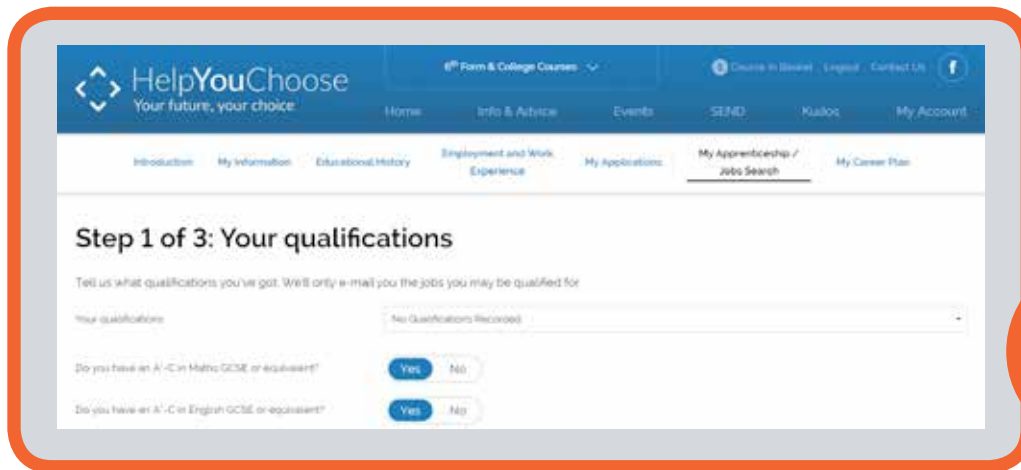


Remember different Sixth Forms or Colleges will not all reply as quickly as each other – if you are concerned about your application contact the Sixth Form or College directly or call the **Help You Choose Helpdesk** on **0344 8008022**

Job Matching on Help You Choose

Go to my account and select **My Apprenticeships/Job Search**

To select your job match choices select **Set Preferences**

A screenshot of the Help You Choose website interface. The page is titled "Step 1 of 3: Your qualifications". It includes a navigation bar with "Home", "Info & Advice", "Events", "SEND", "Kialoa", and "My Account". Below the navigation bar, there are tabs for "Introduction", "My Information", "Educational History", "Employment and Work Experience", "My Applications", "My Apprenticeship / Job Search", and "My Career Plan". The main content area asks the user to provide their qualifications and includes a dropdown menu for "Your qualifications" (currently showing "No Qualifications Recorded") and two sets of "Yes/No" radio buttons for "Do you have an A*-C in Maths GCSE or equivalent?" and "Do you have an A*-C in English GCSE or equivalent?".

9

Select the qualification level from the drop down list. If you are in Year 11 and have not yet taken your GCSEs select the level from your predicted grades.

Select the locations on the map that you can travel to.

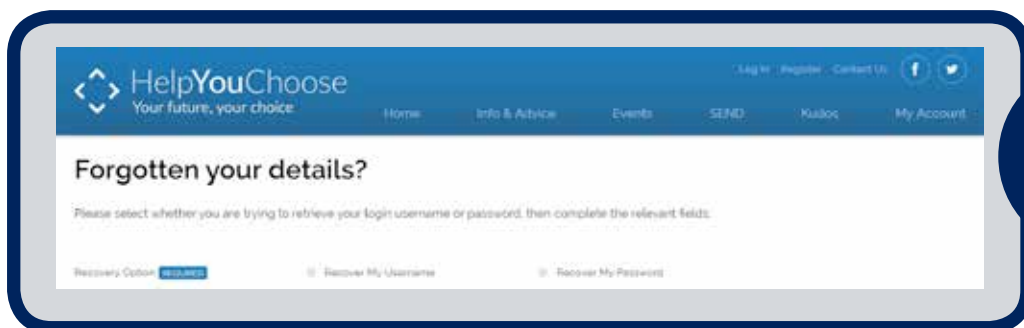
Make your job choices by clicking on the plus signs at the end of each job category.

You can then either select **All jobs in this category** or just specific jobs within that category and then click on **Save Choices**.

When a match comes into Help You Choose you will get an email letting you know that there is a vacancy that you may be interested in.

Forgotten Login

Click on **Log In** and then **Forgot Your Login** button. If you have forgotten both your username and password. Recover your username first followed by your password.



Click the recovery option **Recover My Username**, enter the email that you used at registration.

You will next be asked to answer a security question that you set up your account with.

When you have answered the security question, you will receive an email with a link to retrieve your Username.

In the same way that you recovered your username you can also select to reset your password.

If you cannot recover your username and password by email please contact the Help You Choose Helpdesk on 0344 800 80 22.

Your future, your choice
www.helpyouchoose.org



Norfolk County Council

