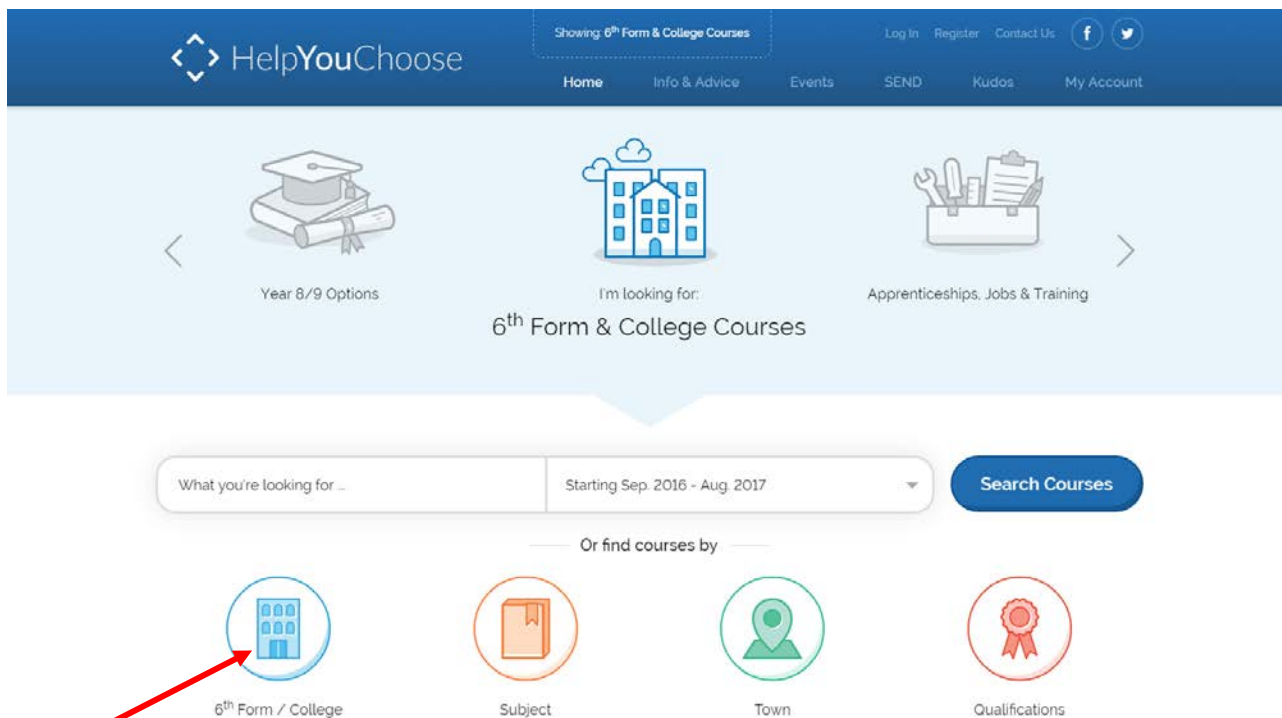


Apply to 6th Form or College

- 1 Go to www.helpyouchoose.org
- 2 Click on 6th Form & College Courses to start looking for courses.



- 3 You can search for courses by :-
 - 6th Form or College
 - Subject
 - Town
 - Qualification
 - Typing in what you are looking for in the Quick Search textbox
- 4 When you have found all the courses you want to apply for click the **Add to application** button
- 5 You will have to login before you can finish your application. Type in your username and password and click **Login**. If you haven't got a password, click **Register New User**.

- 6 If you have already completed the section in **My Account** this information will pre-fill the application form for you. You may need to complete a few additional questions before submitting your form.



The screenshot shows the top navigation bar of the HelpYouChoose website. It includes the logo, the text 'Your future, your choice', and several menu items: Home, Info & Advice, Events, SEND, Kudos, and My Account. There are also social media icons for Facebook and Twitter, and a notification for '0 Courses in Basket'. Below the main navigation bar is a secondary menu with links for Introduction, My Information, Educational History, Employment and Work Experience, My Applications, My Apprenticeship / Jobs Search, and My Career Plan.

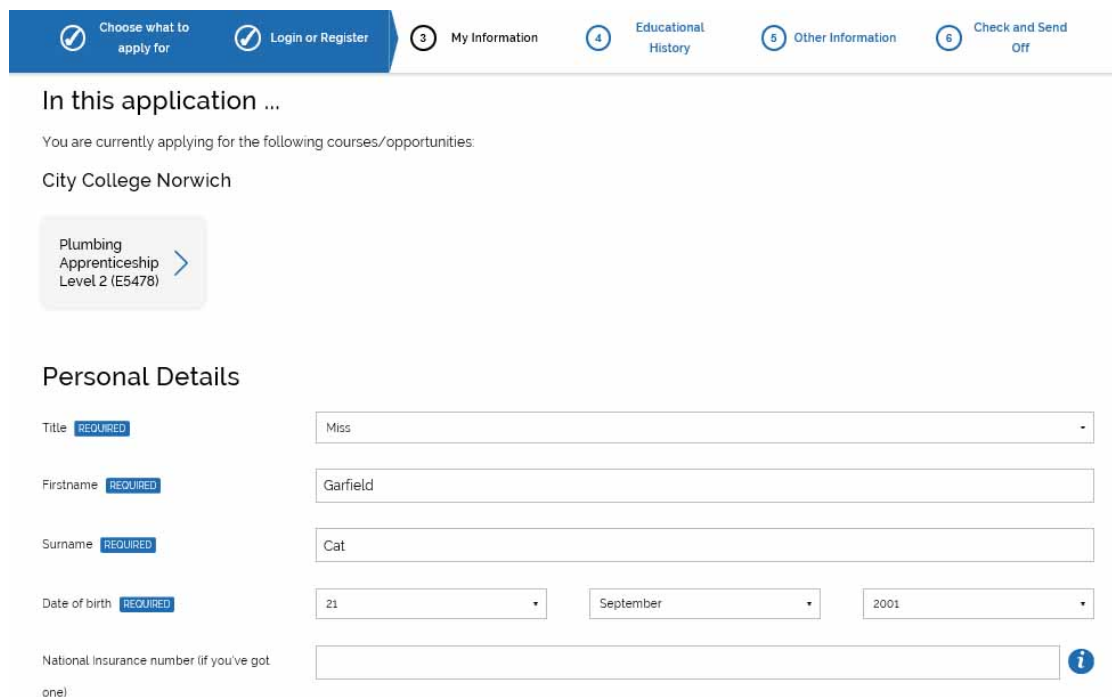
Welcome to My Account, Sarah.

Within this area of *helpyouchoose* you can update your login details, privacy settings, personal details, contact information, education history, qualifications and work experience details. You can also view any applications you have in progress or have submitted, plus any jobs, apprenticeships and training courses you may be interested in. Please choose on one of the links above to explore what this section has to offer.



The screenshot shows a row of six buttons with right-pointing chevrons: 'Change My Password', 'Update My Security Question', 'View My Privacy Settings', 'View My Kudos Account', 'Download My Details', and 'View My Careers Information'.

- 7 When your form is complete, you'll go to the **Check and Send** page. Click **Check Application** to see a summary of you form. Read it through carefully before sending it.



The screenshot shows the 'Check and Send' page of the application process. At the top, there is a progress bar with 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 current step is 'Check and Send Off'. Below the progress bar, the text reads 'In this application ...' and 'You are currently applying for the following courses/opportunities:'. A card for 'City College Norwich' is shown, containing a button for 'Plumbing Apprenticeship Level 2 (E5478)'. Below this is the 'Personal Details' section with form fields for Title (Miss), Firstname (Garfield), Surname (Cat), Date of birth (21 September 2001), and National Insurance number (if you've got one). An information icon is visible next to the National Insurance number field.

- 8 When you're ready to apply, click **Submit Application**. You'll now see a confirmation message on your screen. You'll also get a text or email receipt so you know that your application has been sent.
- 9 You can login to **My Account** at any time and view **My Course Applications** to see the status of your application.