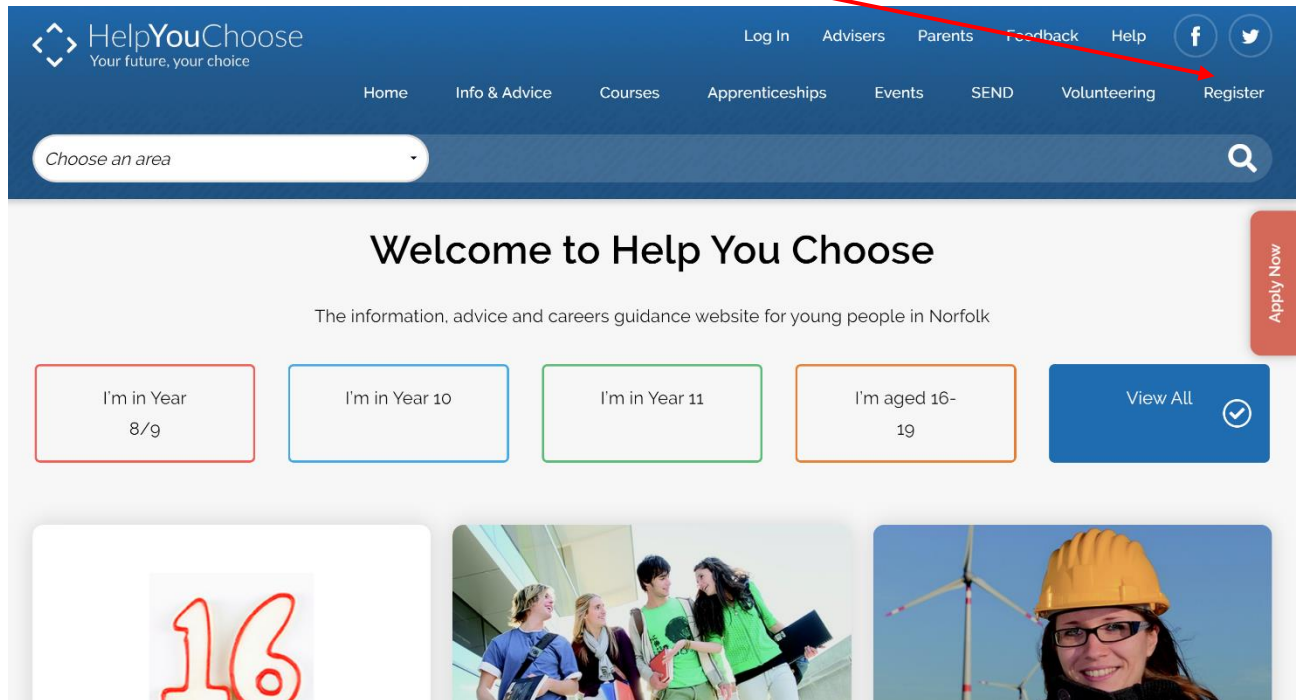


How to... Register on Help You Choose

- 1 Go to www.helpyouchoose.org
- 2 Click on Register



- 3 Complete each section of the online form.

Register

Please tell us about yourself, so we can check you're a young person in Norfolk. If you live outside of Norfolk but want to make applications to sixth forms and colleges in Norfolk you can [continue as a guest](#).

If you're having problems registering for an account please contact our helpdesk on 0344 800 8022 or email helpdesk@helpyouchoose.org.

Please fill in all required fields.

Date of birth REQUIRED	<input type="text" value="1"/>	<input type="text" value="Jan"/>	<input type="text" value="2010"/>
Firstname REQUIRED	<input type="text"/>		
Surname REQUIRED	<input type="text"/>		
School REQUIRED	<input type="text" value="Please select..."/>		
Your E-mail address REQUIRED	<input type="text"/>		

How to... Register on Help You Choose

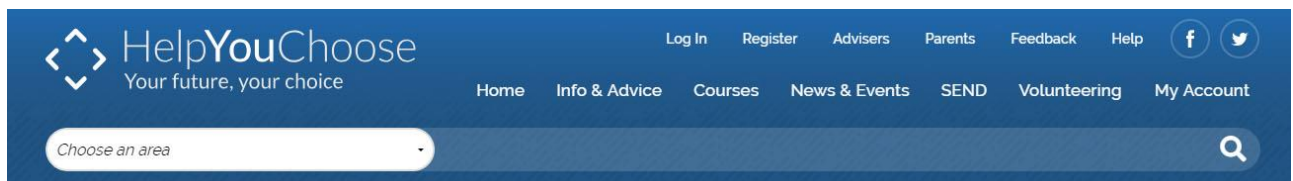
- 4 At the bottom of the form you will find a link to the privacy notice. When you are satisfied with the terms of the privacy notice tick the box and click on Save and Continue.

What we do with your info...

[Read more](#) 

Select this box to show you agree to us keeping and sharing your information in this way.

- 5 If you have entered all your information correctly you will then receive a message telling you that you will receive a validation email:



Register

A validation email has now been sent to the email address you have provided.

Please click the link in the email you should have received to complete the registration.

- If you don't receive an email within 5 minutes please try again and make sure your email address is the correct one.
- If you need more help, ask the Helpyouchoose Helpdesk by e-mailing helpdesk@helpyouchoose.org or telephoning **0344 800 80 22**.

- 6 Login to your email account and retrieve the email which will be from NoReply@helpyouchoose.org. There is a link in the email that you need to click on within 12 hours to complete the remaining part of your registration.

Help You Choose - Registration Inbox x



NoReply@helpyouchoose.org

3:29 PM (2 minutes ago)



to me ▾

Hi Samantha,

To complete your registration with the *help you choose* website, please click on the link below within 12 hours of receipt of this e-mail and follow the instructions on screen:

www.helpyouchoose.org/completeregistration

If the above link doesn't work for you, please copy the following link into your browser: <https://helpyouchoose.org/front/index.cfm?fuseaction=myaccount.register&token=6D51E6C1-D63A-6C4D-5DFF2BC0D0717536&email=true>

Please contact us if you need any help. Thank you.

Helpyouchoose Helpdesk

t: 0344 800 80 22

e: helpdesk@helpyouchoose.org

- 7 If you don't click on the link within 12 hours it will time out and you will need to go back to the registration screen and start again.
- 8 You now need to create a username and password. Your username needs to be 5 characters long and may contain letters, numbers and ("_"). Your password must be 8 to 15 characters long and must contain at least one number, and a mixture of uppercase and lowercase characters along with a symbol which will increase your password strength.

Register

Now please choose the username and password you'll use to login to help you choose.

Make sure your username and password are easy for you to remember, but hard for other people to guess.

- Username must be 5 or more characters long and contain only letters, numbers and underscores ("_")
- Password must be 8 to 15 characters long and contain at least 1 number, and a mixture of uppercase and lowercase characters

Username REQUIRED

Password REQUIRED

Password Strength: Strong

Confirm Password REQUIRED

Preferred Name

Please select a memorable question with an answer that is at least 3 characters long:

Memorable Question REQUIRED

Question Answer REQUIRED

Your Intended Destination

What do you plan to do when you finish Year 11? REQUIRED

This does not commit you to follow this option it is just a snapshot of your current ideas.

- 9 The intended destination question is to find out what you intend to do when you leave Year 11. Select the option that you currently think that you are going to do, it doesn't matter if you change your mind later.

- 10** Once you have completed all the information you will be taken to the 'My Account' area and you will need to tick the box for us to share your information before you continue.

[Welcome](#) | [Password & Security](#) | [Start My Application Form](#) | [Track My Applications](#) | [Apprenticeship Matching / Search](#) | [My Career Plan](#)

This is the first time you've logged in, so please read this important information.

Help You Choose is the website from Norfolk County Council Children's Services.

Information you type into Help You Choose is added to your **Career Profile**, which we keep and share with some other organisations.

Your profile is used to:

- give you a login for Help You Choose
- keep track of your progress and plans for the future
- plan learning opportunities and help you to get them
- make sure that those who need help and guidance receive it
- report on young people's participation in education and training

For more details of how we use and share your profile, click [privacy notice](#).

If you attend a school in Norfolk, once your applications have been matched to your school they will then appear in your account. If your applications don't please contact the Help You Choose Helpdesk on 0344 800 80 22 or email helpdesk@helpyouchoose.org.

To show you agree to us keeping and sharing your information in this way,

Please tick this box **REQUIRED**

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.
- If you do not receive your automated email during registration check that you have typed your email address correctly.
- Still no email? – check your **Spam** or **Junk** folder
- Make sure you have followed the instructions when entering your username and password.
- Your username and password 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.

If you are still unable to register, please call the **Help You Choose helpdesk** on **0344 800 8022** for assistance.