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- 6<sup>th</sup> Form / College
- Subject
- Town
- Qualifications

HelpYouChoose Showing: 6<sup>th</sup> Form & College Courses Log In Register Contact Us

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Years 10/9 Options
 I'm looking for: 6<sup>th</sup> Form & College Courses
 Apprenticeships, Jobs & Training

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

## Register

Please tell us about yourself, so we can check you're a young person in Norfolk.

Please fill in all required fields.

Gender **REQUIRED**  Male  Female

Date of birth **REQUIRED**  -  -

Firstname **REQUIRED**

Surname **REQUIRED**

School **REQUIRED**

UPN (Unique number provided by your school) **REQUIRED**

Your E-mail address **REQUIRED**

Confirm Your E-mail address **REQUIRED**

phone: 0344 800 8022  
 email: helpdesk@helpyouchoose.org  
 web: www.helpyouchoose.org

- 3 At the bottom of the form there is a link to the privacy notice, when you are satisfied with the terms of the privacy notice tick the box and then save and continue. 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](mailto:helpdesk@helpyouchoose.org) or telephoning **0344 800 80 22**.

- 4 Login to your email account and retrieve the email which will be from helpyouchoose.org. There is a link in the email that you need to click on within one hour to complete the remaining part of your registration. If you do not click on the link within an hour you need to go back to the registration screen and start again.

- 5 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 1 number, and a mixture of uppercase and lower 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 <small>REQUIRED</small>	<input type="text"/>
Password <small>REQUIRED</small>	<input type="password"/>
	Password Strength
Confirm Password <small>REQUIRED</small>	<input type="password"/>
<b>Please select a memorable question with an answer that is at least 4 characters long:</b>	
Memorable Question <small>REQUIRED</small>	<input type="text" value="Please select.."/>
Question Answer <small>REQUIRED</small>	<input type="text"/>
<b>Please also let us know what your preferred intended destination is:</b>	
Intended Destination <small>REQUIRED</small>	<input type="text" value="Please select .."/>

phone: 0344 800 8022  
email: [helpdesk@helpyouchoose.org](mailto:helpdesk@helpyouchoose.org)  
web: [www.helpyouchoose.org](http://www.helpyouchoose.org)

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 does not matter if you change your mind later.

- 6 Once you have completed all the information you will then receive a success message:

## You're now registered on *help you choose*

This means you can send online applications and get e-mails about jobs you might be interested in.

Click [My Account](#) to go to your account.

### 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.

If you are still unable to register please call the Help You Choose helpdesk on 0344 800 80 22 for assistance.