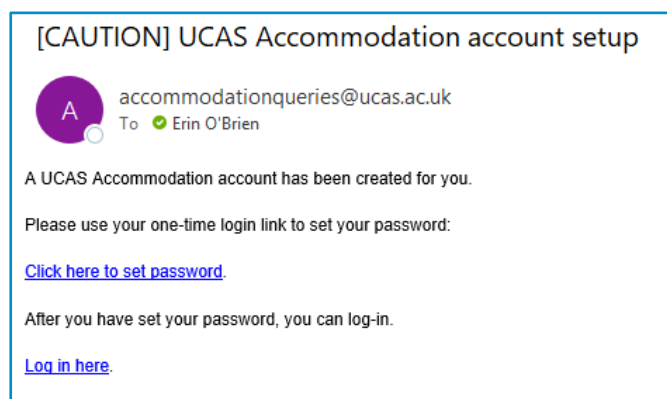


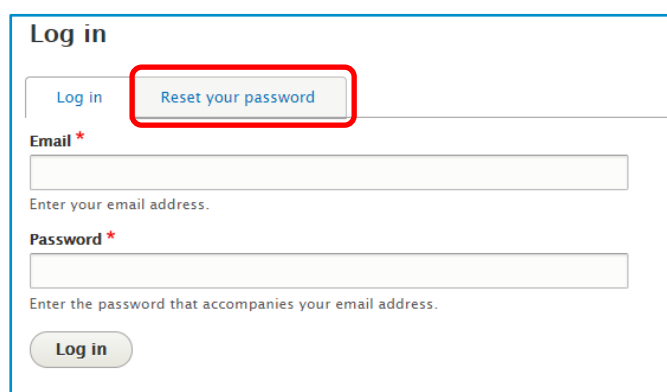
UCAS' Accommodation Search – Instructions for higher education providers

Logging in and Passwords

Once all commercials have been agreed, you will be registered on UCAS' Accommodation Search. You would then be sent a one-time link to set-up your individual password. Once you have done so, you will be able to log in and manage/view listings on your account.



If you forget or need to reset your password, you will be able to do so via the home page.



Log in

[Log in](#) [Reset your password](#)

Email *

Enter your email address.

Password *

Enter the password that accompanies your email address.

[Log in](#)

Roles and Permissions

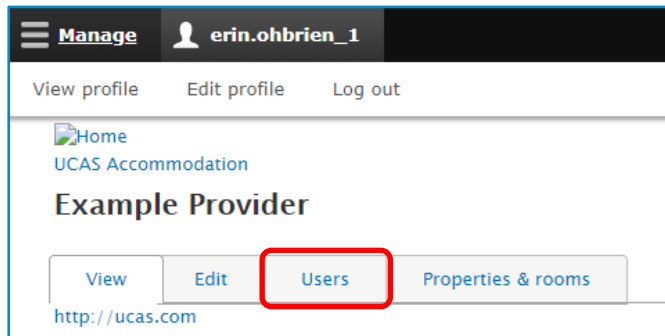
There are two roles that a provider can have - Admin & Data Entry:

Admin:

- See only their provider content.
- Edit, clone and archive their provider content.
- Edit their provider profile info.
- Associate their content with campus data.
- Can create roles.

Data Entry:

- See only their provider content.
- Edit, clone and archive their provider content.
- Associate their content with campus data.



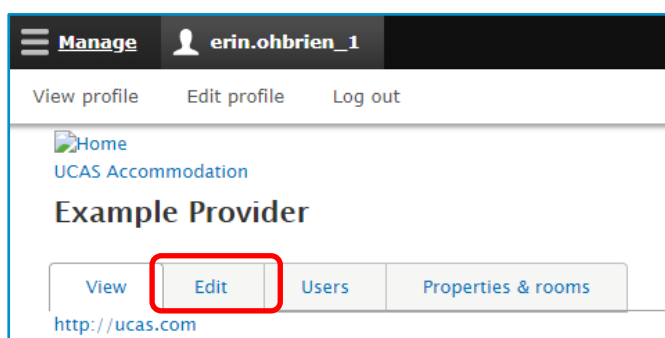
An admin user can see all users and roles, edit member permissions, and remove members. Alternatively, if you have any questions or would like support in adding additional roles, please contact your Customer Manager.

The screenshot shows a table titled 'Example Provider users'. At the top, there are buttons for 'View', 'Edit', 'Users', and 'Properties & rooms'. Below these are two buttons: '+ Add existing user' and '+ Add new user'. The table has columns for 'USER', 'ROLES', 'UPDATED', 'JOINED', and 'OPERATIONS'. The 'Users' button is highlighted with a red rectangular box.

USER	ROLES	UPDATED	JOINED	OPERATIONS
erin.ohbrien_1	• Admin	03/31/2020 - 19:29	03/31/2020 - 19:27	View member

Provider Profile Information

While registering your account, we will complete the profile information based on the information you have provided.



These data fields are only editable by UCAS or admins for your institution:

Title: This is the name of your institution, it may seem duplicate to the 'University' field, but we understand that in some instances these may be different.

Type: This indicates whether you are a HEP or a Private provider, and how you are shown on the platform. Do not change this.

Logo: This is the logo that will appear alongside your listings.

Email: This should be the main point of contact for UCAS at your institution.

University: This is a non-editable field that is pulled from our Course Collect database.

Terms and Conditions: This is an open text section highlighting any unique terms and conditions you may have with UCAS.

Website: Link to your providers website.


Edit *Example Provider*

[View](#) [Edit](#) [Users](#) [Properties & rooms](#)

Title *

Type *

Please choose which type provider from the list.

Logo *
 **Alternative text ***

Short description of the image used by screen readers and displayed when
[download.png \(4.41 KB\)](#)

Please update an image.

Email

Please enter a contact email address.

University

Terms and Conditions

- No HTML tags allowed.
- Lines and paragraphs break automatically.

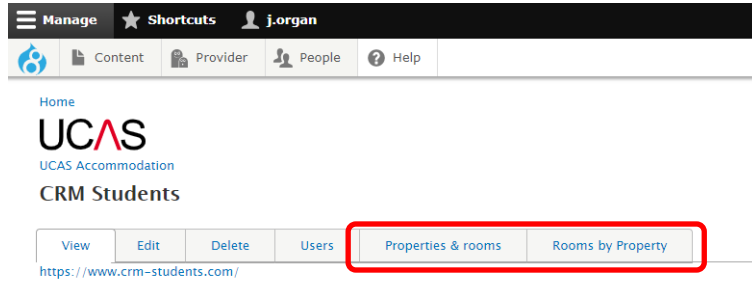
Please enter terms and conditions.

Website *

- Please enter the website address to link to the provider web site.
- This must be an external URL such as *http://example.com*.

Managing Properties and Rooms

All buildings and rooms listed under your organisation can be managed under the 'Properties & rooms' or 'Rooms by Property' tab, where you will be able to check the status (published or unpublished), edit content, delete or duplicate listings. The 'Properties & rooms' tab will have everything in one list mixed together whereas the 'Rooms by Property' tab will break it down and list together what are part of the same property, we recommend using this tab when making edits or amends.

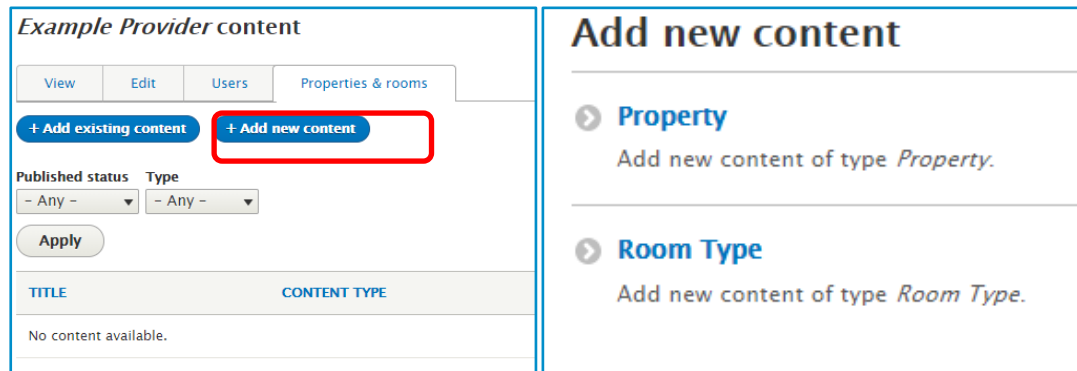


Note: When making amends, please allow up to 2 hours for these to appear on the site.

Adding listings

From within the 'Properties and rooms' tab, you can add listings via the '+ Add new content' button, which will then give you the option to add a property or a room type.

Note: You should always add a building prior to the rooms within as you will be required to associate the room to an existing building.



Adding a property

All data fields marked with a * are required. The form cannot be saved without these marked. You can temporarily mark these fields and save the listing as a draft if you want to return and make edits later. *Show listing on website* is always checked by default. You have the option to show or hide listings at any time via this button.

General Description: Use this section to describe your property; you can highlight any features that are not covered within the listing.

Location Description: Student research showed that location information and proximity to amenities was an important deciding factor for them. Use this section to cover of things such as proximity to restaurants or beaches, local transportation routes, etc.

Both open text fields have a character limit of 1300, and paragraphs/lines break automatically. You can now add links within these boxes if you would like.

The screenshot shows a form titled "Add new Property". The "General information" section includes a checkbox for "Show listing on website" (checked), a "Property Name" field with "Test Property", and an "ADDRESS" section with fields for "Street address" (Rosehill), "New Barn Lane", "Post town" (Cheltenham), and "Postal code" (GL52 3LZ). To the right, the "General Description (Edit summary)" field is empty, with a character limit of 1300. Below it, the "Location description" field is also empty, with a character limit of 1300. A note below the location description field states: "Description of area, proximity to key locations and information about local amenities."

Associated Higher Education Provider & Campuses

You will not be able to amend the Associated Higher Education provider field as this is based on your institution. This does, however, enable you to link any associated campuses that are close to your listing. This is important as some students may search by 'campus', so your listings will need to show up where appropriate.

If there is only one campus, or there is a primary campus please input *Main Campus*.

The screenshot shows the "Associated Higher Education Provider" field with a dropdown menu showing "University of Gloucestershire (146)". Below this is the "ASSOCIATED CAMPUS" section, which includes a plus icon and a dropdown menu. A note below the campus field states: "This is to indicate the campus the property is located on or near to, to show students the distance to key HEP locations." At the bottom, there is a button labeled "Add another item".

Key Contact Information

This contact information should be relevant for this specific property listing, as it will be used by students who have questions or would like to express interest.

Email: This email address is where enquiry forms related to this property will be sent. Please ensure that this is a managed inbox where students will be responded to in a timely manner.

Phone Number: Phone number for students to call with queries

URL: This URL should be for this property listing on your own website, where students will be able to search for further information, see updated pricing and availability, and where they can book.

Provider Information

Email *

Phone number *

Please make sure to begin the phone number with (+44)

URL *

- Please use the URL you wish to direct students to for this specific building.
- This must be an external URL such as <http://example.com>.

Terms and Conditions

This is an *optional* section, where you will be able to highlight any unique Terms and Conditions for this property such as:

- Additional contract lengths.
- Payment or deposit information.
- Policies or rules.
- Arrivals or move-in details.
- Information about booking (i.e. they may not be able to reserve a place unless they have an unconditional offer).

There is a character limit of 1300, and paragraphs/lines break automatically. HTML tags are not allowed, and any links will show up as plain text.

Terms and Conditions

- No HTML tags allowed.
- Lines and paragraphs break automatically.

Suitable Occupant Information

This section should be used to highlight what years of study are guaranteed an accommodation place by your institution.

This will be highlighted to students who indicate their year of study which is guaranteed – this will be shown as a banner on the top of search results as well as flags on individual listing tiles.

You can also hide your listings based on year of study. Feedback from providers have shown that there may be local instances where a private provider may not be able to advertise to certain years of study.

Suitable occupants information

Indicate what years of study are guaranteed an accommodation place by your HEP.

Foundation year

First year undergraduate

Second year undergraduate

Third year undergraduate

Fourth year undergraduate

Postgraduate

International students

Select all that apply.

Indicate what years of study can be shown this listing *

Foundation year

First year of study

Second year of study

Third year of study

Fourth year of study

Post graduate

International students

Select all that apply

Nomination Agreements

Only HEPs can list their nomination agreements – if this building is related to a nomination agreement you should choose ‘yes’.

This will be shown to the students within the search results of the HEP highlight panel when they search by institution or campus. User Research showed that students did not understand this type of relationship, so we tested various terminology with them; Nomination agreements will show on the building summary tiles and pages as ‘*[Institution name]* in partnership with *[private provider name]*’.

Private property with Higer Education Provider association or partnership

Is this a private property associated with your HEP? *

No

Yes

Name of private provider

This text will shown on the website. Please check spelling.

Uploading Images


We recommended an image **width of 2500px** and a minimum **height 920px**. Images will be cropped for the image carousel and centered around the focal point. A **maximum number of 15 images** can be uploaded on each room and building listing. You’ll want your choice of images to reflect your university and college, and the accommodation you have available. But to ensure compliance with our own guidelines, all images and copy should not contain any reference to alcohol, drugs, nudity, gambling, racism or profanity.

Don’t forget to include a description of the image in the alternative text field, as this will be used by screen readers and is important for accessibility!

IMAGES *



+ Image

Image *



Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility. This text will be shown as a caption.

 Preview  Picture2.jpg (211.68 KB)

Upload building images
Drag to change order shown on building page. First image will be used on search results page for listing.

Saving your listing

You have two options to save your listing under *Draft* and *Review*. You will not be able to save your listing unless all mandatory form fields are entered.

Draft: You will be able to save it and come back to it later to make changes, add additional information or upload more pictures.

Review: Once you are happy with your listing, you should save it for review and inform your Customer Manager at UCAS for it to be published on the platform.



The image shows two side-by-side 'Save as' buttons. Each button has a dropdown menu and a 'Save' button below it. The first button has 'Draft' selected in the dropdown, and the second button has 'Review' selected. Both 'Save' buttons are blue with white text.

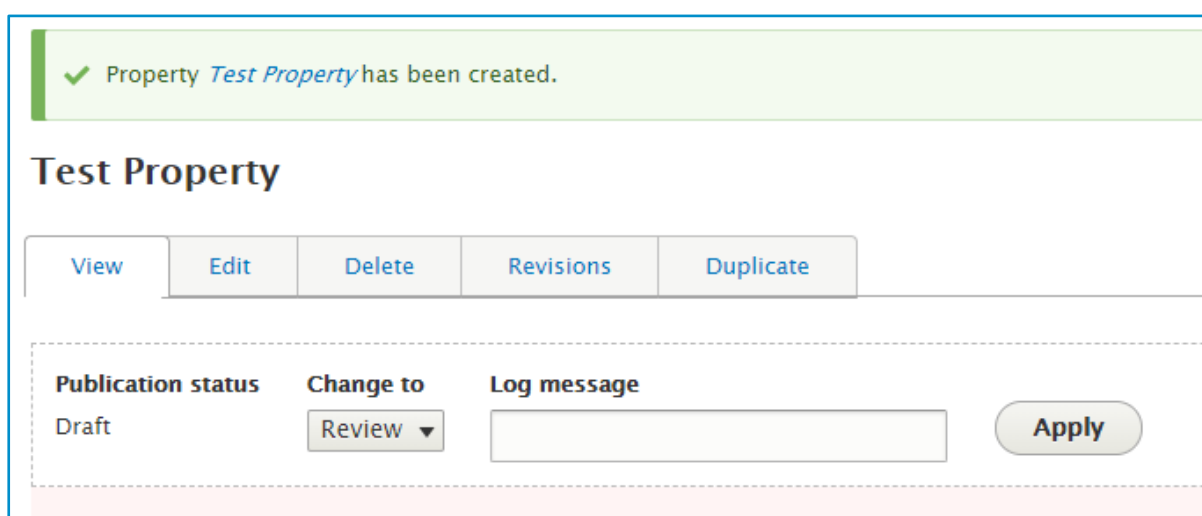
Once your property has been saved

Once you save your listing, there will be a confirmation banner at the top of your screen where you will also be brought to your listing landing page. On this page, you will be able to *view, edit, delete, see revision trail, and duplicate listing*.

If you saved your listing as *Review*, inform your Customer Manager at UCAS that it is ready for publication. They will do a quick scan to make sure that your listing is compliant with our terms and conditions, and there are no glaring issues. If all is well, UCAS will publish your listing to the site, and you will receive an email informing you of this action. Alternatively, if there are any amends required, your Customer Manager at UCAS will make you aware of these.

You will be able to make changes to your listing while it is in review, and all changes will be automatically applied to the version UCAS sees.

You will also be able to duplicate listings that you have already created - this is helpful if you have nearly identical listings but differing in a feature or two. Once you duplicate a listing you will be able to amend whatever data you want to modify.



The screenshot shows a confirmation banner at the top with a green checkmark and the text 'Property Test Property has been created.' Below this is the 'Test Property' landing page. It features a navigation bar with buttons for 'View', 'Edit', 'Delete', 'Revisions', and 'Duplicate'. Below the navigation bar is a section for 'Publication status' with a dropdown menu set to 'Draft', a 'Change to' dropdown menu set to 'Review', and a 'Log message' text input field. An 'Apply' button is located to the right of the input field.

Adding a Room

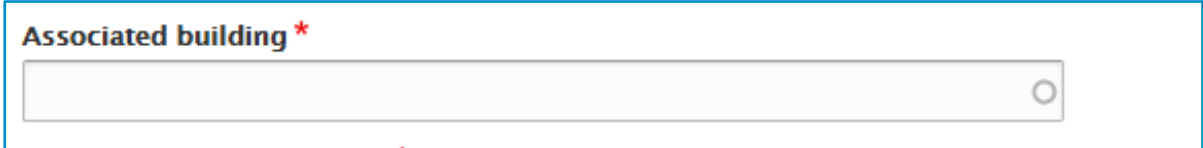
Adding a room on the platform is nearly identical to adding a building.

All data fields marked with a * are required. The form cannot be saved without these marked. You can temporarily mark these fields and the save the listing as a draft if you want to return and make edits later.

Show listing on website is always checked by default. You have the option to show or hide listings at any time via this button.

All contact information and URLs should be unique to this room listing.

Associated building: You must associate your room listing to an existing building listing by typing in the name of the building. You are not able to associate to buildings that have not been created, so ensure you have listing the building first!

A screenshot of a form field. The label 'Associated building *' is positioned at the top left of the field. Below the label is a long, empty text input box with a small circular search icon on the right side. The entire field is enclosed in a blue border.

Data input

All copy should be plain text and contain no styling as the text will be styled on the accommodation search website. Paragraph breaks and hyperlinks are allowed.

Please note: to ensure the quality of the accommodation, UCAS will only permit accommodation providers who can evidence ANUK, UUK or institution or location specific accreditation to be listed on UCAS Accommodation Search.

As a part of your onboarding activity, you will be asked to sign and return a declaration confirming that you adhere to these accreditation standards and provide evidence, such as a certification.