How do I access contextual data in web-link?

Contextual information and data can be used by universities and colleges to assess an applicant’s achievement and potential, in light of their educational and socio-economic background. The aim is to form a more complete picture of an individual applicant’s characteristics.

1. To access your university or college’s contextual data, click **Access applicant data from the Sign in to web-link page**.

# Sign in to web-link

In web-link, we split the applicant related functionality from other functionality.

**Use applicant data to:**

- view and manage applications
- complete Record of Prior Acceptances or Overseas Partnership Forms
- view and maintain offer abbreviations

**Access applicant data**

2. Then enter your username and password. If you need to reset your password, raise a ticket through our [technical support portal](#).

![Login form](#)
3. From the **Main Menu** select **Reference Information**.

```
Main Menu
Please select the required option:
Outstanding Decisions List
Management Information
Reference Information
Institution information
Non-European Union RPA
Overseas Partnership Form
European Union RPA
Change System
```

4. If you’ve signed up to receive contextual data, you will be able to view the data below. From the **Reference Information Menu** select **List of schools contextual data**.
5. Once you’ve selected the contextual data link from the menu, you’ll be presented with a list of schools. Click on the required school and the available data will be displayed.

More information on how to access contextual data through the link products is given in the system guides on ucas.com.