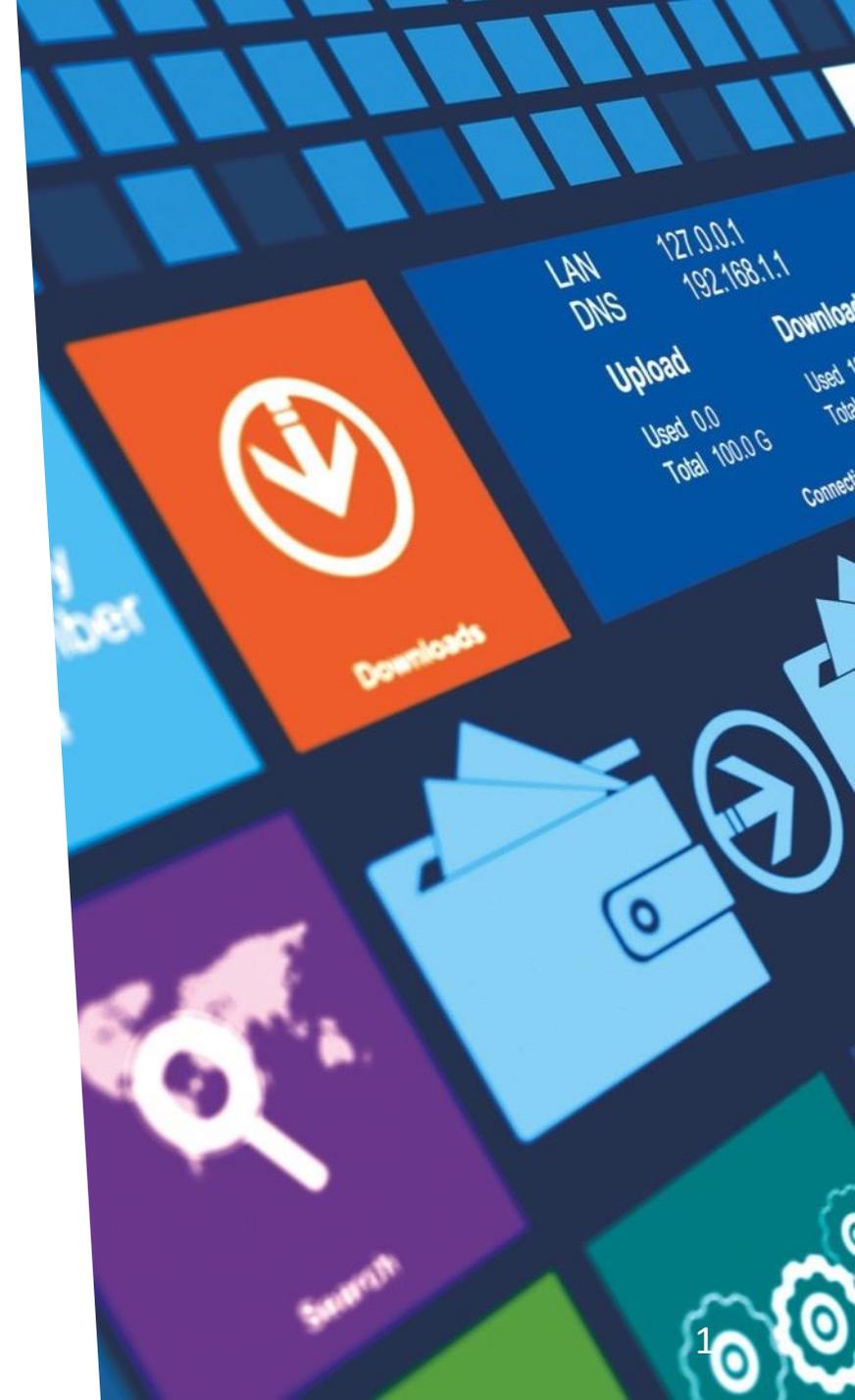


Managing user accounts on ucas.com

The following information is designed to support Administrators of user accounts on ucas.com. If you need assistance, please use the instructions below, in conjunction with the screens on the subsequent pages, to help you work through the registration and administration process.

Please note that new users will need to be set up by you as the administrator to gain access to the secure provider section of ucas.com. The system will not allow them to register unless their name and email address have been associated with your organisation through the administration process.

1. To create your account as administrator, go to www.ucas.com/providers and click on the register button in the top right corner (SCREEN 1).
2. You will then be taken through the registration process (SCREEN 2). Once you have clicked register, you will be sent an email asking you to activate your account (SCREEN 3).
3. Click on **Activate account** and you will then be taken back to the log in screen and asked to enter your log in details again (SCREEN 4).
4. You'll be taken to the Provider main page if that's where you started or to UCAS.com homepage.
5. Once you have created an account you will be able to use those details on ucas.com to log into the secure providers section www.ucas.com/providers (SCREEN 1).
6. Once signed in, the menu in the top right of the Provider pages will change to **My profile**.
7. As an Administrator, you will then have access to your provider profile where you will be able to add and remove users, change admin permissions and view activity history. All other users won't have access to the provider profile and will see no change to the information they can access.



8. On the **My profile** menu an Administrator will see **Administer [Your provider name] accounts** (SCREEN 6).
9. This takes you to the admin screen (SCREEN 7) where you can view a summary of the last three actions on your organisation's profile. This could be new users added/permissions changed etc. Here you can add new users, remove users from accessing that providers' pages on ucas.com and change permissions of existing users. If you click **View full log** you will be taken to an Audit log of actions for your organisation (SCREEN 9).
10. If you try to add a new user and the email address is already in the system, you will receive an on-screen alert (SCREEN 8).
11. If you want to return to the admin screen then go to the **My profile** drop-down and click on **Administer [Your provider name] accounts**.
12. If you forget or want to change your password click on **Change password** in the drop-down **My profile** menu and you will be prompted to reset it [SCREEN 10].

Please note, you will only be able to register to access the secure web pages in the providers' section of ucas.com; all other log ins on ucas.com will take you to the links to web-link, Course Collect, Apply and Track etc.



SCREEN 1

The screenshot shows the UCAS website homepage. At the top, there is a navigation bar with links for UCAS, Advisers, Providers, Corporate, Events, and Connect. On the right side of this bar, there are 'Providers: Log in' and 'Register' buttons. Below the navigation bar is the UCAS logo and tagline 'At the heart of connecting people to higher education'. To the right of the logo, there is a 'Next event' section for the 'Borders higher education convention' and a 'Keyword search' box. Below this is another navigation bar with links for Services, Groups and forums, Undergraduate, Conservatoires, Teacher Training, and Postgraduate. The main content area features a large banner with the text 'Deadline applicant analysis available' and a 'Find out more' button. Below the banner are four columns of content: 'Join UCAS', 'Provider login', 'Training and events', and 'Systems'. The 'Provider login' column contains a message about recent changes to the login process and a 'Find out more' link. At the bottom of the page, there are three sections: 'Upcoming events', 'Key documents', and 'Latest news'.

Click on **Register** to take you to the registration process. You will be sent an email with a link to confirm your registration.

If you are having problems logging in Click **Find out more** for help on what to do.

SCREEN 2



Register



Registering with UCAS enables us to tailor our content to enhance your experience

First name *

Last name

Next



Register



Enter your email address

This is what you will use to log in to UCAS.

Email address *

Previous

Next



Register



Enter your password

Your password must be at least 8 characters long and contain all of the following: Uppercase, lowercase, number and special character (e.g. !@ \$%#).

Password *

Confirm password *

Previous

Next



Register



Security

If you lose or forget your username or password and need to call us about accessing your account, we will use this security question to identify you. It's important you can remember the answer to the security question and it cannot be easily guessed by others.

Do not use an answer that might cause offence

First album you bought

Previous

Next



Register



Please tick the boxes below and click 'Register'

I have read and understood the [Terms and conditions](#) and [Privacy policy](#). *

I'm not a robot



Previous

Register



Many thanks for taking the time to register with UCAS

We have sent you an email

To complete the registration process click the link in the email we sent to you.

If you haven't received the email within the next few minutes [we can resend the email to you](#).

Account activation

UCAS

Hi [REDACTED]

Thank you for registering with UCAS. You'll now need to activate your account using the link below, then you will be able to personalise your journey with us.

[Activate account](#)

Once you click on this link, you'll need to enter your password to complete the activation. Please note: **this link is only available for 72 hours**. After this time, you will need to request another link.

If you received this email by mistake, please delete it.

www.ucas.com

Log in

Thank you for registering with UCAS

Please log in below using the details you used to register.

Don't have an account yet? [Register here.](#)

 Thank you, your account has now been activated.

Email address

Password

Log in

[Forgotten password?](#)

SCREEN 5

The screenshot shows the UCAS website interface. At the top, there is a navigation bar with tabs for UCAS, Advisers, Providers, Corporate, Events, and Connect. On the right side of this bar, it says 'Providers: My profile', with 'My profile' highlighted in red. Below the navigation bar is the UCAS logo and the tagline 'At the heart of connecting people to higher education'. To the right of the logo, there is a 'Next event' section for the 'Glasgow higher education convention' on 22 Sep 2015, with a 'More events' link. Below this is a 'Keyword search' box. A secondary navigation bar contains tabs for Services, Groups and forums, Undergraduate, Conservatoires, Teacher Training, and Postgraduate. The main content area features a large banner with the text 'Applicants can now pay for and submit their 2016 UCAS Undergraduate applications'. Below the banner are four columns of links: Services (Contact us, Our products and systems, Course Collect, Qualifications, New UCAS Tariff), Groups and forums (Advisory groups and sub groups, Standing groups and regional forums, Change Steering Group), Training and events (Exhibitions, Conferences, Training for providers, Advertising opportunities), and Systems (Log in to web-link, Course Collect, UCAS Teacher Training Entry Profiles 2015, UCAS Teacher Training Entry Profiles 2016, System availability). At the bottom, there are three sections: 'Upcoming events' with dates 22 SEP (Glasgow higher education convention) and 24 SEP (Forth Valley higher education); 'Key documents' with links for International qualifications 2015, UK qualifications 2015, and UCAS admissions guide and decision processing; and 'Latest news for providers' with a 'Who to contact' article dated 18 Sep 2015.

Once you have registered, logged in using your email and password, you will be sent to the providers' section of ucas.com.

You will see your **My profile** tab.

SCREEN 6

The screenshot shows the UCAS website interface. At the top, there is a navigation bar with tabs for UCAS, Advisers, Providers, Corporate, Events, and Connect. On the right side of this bar, there is a 'Providers:' label followed by a 'My profile' tab. A red arrow points to this 'My profile' tab, which has a dropdown menu open. The dropdown menu contains three items: 'Administer UCAS accounts', 'Sign out', and 'Change password'. Below the navigation bar is the UCAS logo and the tagline 'At the heart of connecting people to higher education'. Below this is another set of navigation tabs: Services, Groups and forums, Undergraduate, Conservatoires, Teacher training, and Postgraduate. A large banner below the tabs reads 'Applicants can now pay for and submit their 2016 UCAS Undergraduate applications'. Below the banner are four columns of content: 'Services' (Contact us, Our products and systems, Course Collect, Qualifications, New UCAS Tariff), 'Groups and forums' (Advisory groups and sub groups, Standing groups and regional forums, Change Steering Group), 'Training and events' (Exhibitions, Conferences, Training for providers, Advertising opportunities), and 'Systems' (Log in to web-link, Course Collect, UCAS Teacher Training Entry Profiles 2015, UCAS Teacher Training Entry Profiles 2016, System availability). At the bottom, there are three sections: 'Upcoming events' (22 Sep Glasgow higher education convention, 24 Sep Forth Valley higher education), 'Key documents' (International qualifications 2015, UK qualifications 2015, UCAS admissions guide and decision processing), and 'Latest news for providers' (Who to contact, 18 Sep 2015, So that we can give you a quicker and more efficient response to your day-to-day queries we have centralised).

The **My Profile** tab has a drop-down menu.

This enables you to **Administer [Your provider name] accounts**, **Sign out** and **Change password**.

As an Administrator for your organisation, if you can only see **Sign out** and **Change password** then you will need to contact the HEP Team on 01242 545 734. They will verify your information and add you as an Administrator at your organisation.

SCREEN 7

The screenshot shows the UCAS user management interface. At the top, there are navigation tabs: UCAS, Advisers, Providers, Corporate, Events, Connect, and a 'Providers: My profile' button. The UCAS logo and tagline 'At the heart of connecting people to higher education' are on the left. A search bar is on the right. Below the navigation, there are tabs for Services, Groups and forums, Undergraduate, Conservatoires, Teacher Training, and Postgraduate. A green confirmation message states: 'User testGB14@example.com has been added.' Below this is a 'Summary' section with a table of user actions and a 'View full log' button. To the right is an 'Add new user' form with an 'Email' field, a 'Permissions' dropdown set to 'Normal', and an 'Add user' button. At the bottom is a table of users with columns for First name, Last name, Email, Status, Edit permissions, and Remove user.

Action	Target user	Initiated
added user	testGB14@example.com	22 Sep 2015
added user	testGB13@example.com	22 Sep 2015
added user	testGB12@example.com	22 Sep 2015

First name	Last name	Email	Status	Edit permissions	Remove user ?
		testGB10@example.com	Non admin	Make admin	Delete
		testGB11@example.com	Non admin	Make admin	Delete
		testGB12@example.com	Non admin	Make admin	Delete

Confirmation new user has been added

Enter the email address of the new user.

Set the permission **Normal** or **Admin**.

Click **Add user**.

Remove user enables you to remove users from accessing the providers' section of ucas.com as a user from your organisation. It does not delete them from the system if they are a members of staff at another provider, for example.

SCREEN 8

The screenshot shows the UCAS user management interface. At the top, there is a navigation bar with links for UCAS, Advisers, Providers, Corporate, Events, and Connect. On the right, it says "Providers: My profile". Below the navigation bar is the UCAS logo and tagline "At the heart of connecting people to higher education". To the right of the logo, there is a "Next event" section for "Glasgow higher education convention" on 22 Sep 2015, with a "More events" link. Below this is a "Keyword search" box. A secondary navigation bar contains links for Services, Groups and forums, Undergraduate, Conservatoires, Teacher Training, and Postgraduate. A red error message banner states: "The user with email address testGB2@example.com is already a member." Below the error message is a "Summary" section showing "Number of users: 191" and a table of user activity. The table has columns for Action, Target user, and Initiated. The table lists three "added user" actions for testGB14@example.com, testGB13@example.com, and testGB12@example.com, all initiated on 22 Sep 2015. A "View full log" button is located below the table. To the right of the summary is an "Add new user" form with an "Email" field containing testGB2@example.com, a "Permissions" dropdown set to "Normal", and an "Add user" button. A red arrow points from the error message to the text on the left, and another red arrow points from the "View full log" button to the text on the left.

UCAS At the heart of connecting people to higher education

Next event: **Glasgow higher education convention**
Glasgow, 22 Sep 2015 - [More events](#)

Keyword search

Services Groups and forums Undergraduate Conservatoires Teacher Training Postgraduate

The user with email address *testGB2@example.com* is already a member.

UCAS

Summary
Number of users: 191

Action	Target user	Initiated
added user	testGB14@example.com	22 Sep 2015
added user	testGB13@example.com	22 Sep 2015
added user	testGB12@example.com	22 Sep 2015

[View full log](#)

Add new user
Enter the email address of the person you wish to add as a new user. This will not send them an email.

Email *

Permissions
Normal

Admin permission enables the user to access this user admin area where they can add, edit, and remove users. Non-admin users will only be able to access the content relevant to your provider on ucas.com.

[Add user](#)

If user is in the system it will confirm they are already a member of staff at that organisation.

If an Administrator wants to see the full log of activity, click **View full log**.

SCREEN 9

UCAS Advisers Providers Corporate Events Connect Providers: **My profile**

UCAS At the heart of connecting people to higher education

Administer UCAS accounts
Sign out
Change password

Services Groups and forums Undergraduate C

Home > Providers > Audit log

UCAS on Twitter

about 3 hours ago
If you help students apply for postgrad courses we'd love to know what you think of our new beta search [ow.ly/Sh5Sy](#)

about 16 hours ago
Some courses such as law, medicine, and dentistry require you to sit an admissions test. Check if this applies to you [ow.ly/StmCH](#)

about 18 hours ago
Need a bit of personal statement inspiration? Then look no further [ow.ly/Stmvh](#) [pic.twitter.com/pGUBmtOpjg](#)

Follow us on Twitter

Audit log

Acting user	Action	Target user	Initiated
g.bond@ucas.ac.uk	added user	testGB14@example.com	22 Sep 2015 - 10:38
g.bond@ucas.ac.uk	added user	testGB13@example.com	22 Sep 2015 - 10:37
g.bond@ucas.ac.uk	added user	testGB12@example.com	22 Sep 2015 - 10:37
g.bond@ucas.ac.uk	added user	testGB11@example.com	22 Sep 2015 - 10:37
g.bond@ucas.ac.uk	added user	testGB10@example.com	22 Sep 2015 - 10:36

To navigate back to the admin menu, go to **My profile** tab and bring the drop-down menu back which enables you to **Administer your provider name] accounts.**

Or you can use the back button on your browser



Forgotten password

Please enter the email address you registered with and we will send you an email so you can reset your password

Email address

Submit

[Back to login page](#)