

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. To the right of these links are buttons for 'Log in' and 'Register'. A red arrow points from the 'Register' button to the text 'Click on **Register** to take you to the registration process. You will be sent an email with a link to confirm your registration.' 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 is a section for the 'Next event: Borders higher education convention' on 2 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. 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 links: 'Join UCAS' (Join UCAS Undergraduate, Join UCAS Teacher Training), 'Provider login' (Please use the log in and register links in the top right of your screen. Problems logging in? We have recently changed the way you log in to the website. [Find out more.](#)), 'Training and events' (Conventions and 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). A red arrow points from the 'Problems logging in?' section to the text 'If you are having problems logging in Click **Find out more** for help on what to do.' At the bottom, there are three sections: 'Upcoming events' (2 SEP Borders higher education convention, 3 SEP Lanarkshire higher education convention), 'Key documents' (2014 End of Cycle Report, UCAS Corporate Strategy 2015-2020, Directors' Report & Consolidated Accounts for the year ended 31 July 2013), and 'Latest news' (Students' personal statements show a mix of passion and career words, UCAS analysis reveals, 23 Jun 2015).

UCAS At the heart of connecting people to higher education

Next event: **Borders higher education convention**
Kelso, 2 Sep 2015 - [More events](#)

Keyword search

Services Groups and forums Undergraduate Conservatoires Teacher Training Postgraduate

Deadline applicant analysis available

[Find out more](#)

Join UCAS
Join UCAS Undergraduate
Join UCAS Teacher Training

Provider login
Please use the log in and register links in the top right of your screen.
Problems logging in?
We have recently changed the way you log in to the website. [Find out more.](#)

Training and events
Conventions and exhibitions
Conferences
Training for providers
Advertising opportunities

Systems
Log in to web-link
Course Collect
UCAS Teacher Training Entry Profiles 2015
UCAS Teacher Training Entry Profiles 2016
System availability

Upcoming events
2 SEP **Borders higher education convention**
2 Sep 2015
3 SEP **Lanarkshire higher education convention**
3 Sep 2015

Key documents
2014 End of Cycle Report
UCAS Corporate Strategy 2015-2020
Directors' Report & Consolidated Accounts for the year ended 31 July 2013

Latest news
Students' personal statements show a mix of passion and career words, UCAS analysis reveals
23 Jun 2015
UCAS analysed 300,000 students' personal statements this year and found all university applicants - from future accountants to fine art scholars - use a blend of career

SCREEN 2

UCAS

At the heart of connecting people to higher education

Register

1

2

3

4

5

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

First name *

Last name

Next

UCAS

At the heart of connecting people to higher education

Register

1

2

3

4

5

Enter your email address

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

Email address *

Previous

Next

UCAS

At the heart of connecting people to higher education

Register

1

2

3

4

5

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

UCAS

At the heart of connecting people to higher education

Register

1

2

3

4

5

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

UCAS

At the heart of connecting people to higher education

Register

1

2

3


4

5

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

UCAS

At the heart of connecting people to higher education

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

UCAS

Advisers

Providers

Corporate

Events

Connect

Providers: **My profile**

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

Applicants can now pay for and submit their 2016 UCAS Undergraduate applications

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

Systems

Log in to web-link

Course Collect

UCAS Teacher Training Entry Profiles 2015

UCAS Teacher Training Entry Profiles 2016

System availability

Upcoming events

22 SEP

Glasgow higher education convention

22 Sep 2015

24

Forth Valley higher education

Key documents

International qualifications 2015

UK qualifications 2015

UCAS admissions guide and decision processing

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

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

UCAS

At the heart of connecting people to higher education

Providers:

My profile

Administer UCAS accounts

Sign out

Change password

Services

Groups and forums

Undergraduate

Conservatoires

Teacher training

Postgraduate

Applicants can now pay for and submit their 2016 UCAS Undergraduate applications

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

Systems

Log in to web-link

Course Collect

UCAS Teacher Training Entry Profiles 2015

UCAS Teacher Training Entry Profiles 2016

System availability

Upcoming events

22 SEP

Glasgow higher education convention

22 Sep 2015

24

Forth Valley higher education

Key documents

International qualifications 2015

UK qualifications 2015

UCAS admissions guide and decision processing

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

Confirmation new user
has been added

UCAS

At the heart of connecting people to higher education

UCAS

Advisers

Providers

Corporate

Events

Connect

Providers: **My profile**

Next event: Glasgow higher education convention

Glasgow, 22 Sep 2015 - [More events](#)

Keyword search

Services

Groups and forums

Undergraduate

Conservatoires

Teacher Training

Postgraduate

✓

User testGB14@example.com has been added.

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

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

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

UCAS

At the heart of connecting people to higher education

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

Keyword search

UCAS

Advisers

Providers

Corporate

Events

Connect

Providers: [My profile](#)

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 *

testGB2@example.com

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

Continuing education

International

Partners

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](#)