

# Central Futures UCAS Sign-up Guide

## Step One: Registration

- Register [here](#).
- It is free to register as you will link your account to the school.
- Read and accept the terms and conditions.
- Enter your title, gender, first name, surname and date of birth. Please ensure that your **first name** and your **surname** start with **capital letters**, e.g. David Smith, Central Foundation Boys' School.
- Enter your postal address. This will be UK. Please ensure that each word in your **address** starts with a **capital letter**, and your postcode is all in capital letters, e.g. Cowper Street, London EC2A 4SH.
- Please enter your contact details. Your **mobile number** and **email address** must be the ones you use and check most commonly as they are UCAS's primary method of communication.
- We recommend you accept the option "Get updates on everything—stay in the know" as this will update you on your choices, give you information about student life, and help you find the right courses. We also recommend you do this by email, not necessarily all channels.
- Enter your password and security questions. Make sure these are memorable, although we can change your password for you if you forget it. Your password will need to contain eight characters, including one lowercase, one uppercase, one number, and one special character.

## Step Two: Log-in

- You are applying through your **school**.
- The buzzword is: **CFBS2021**.
- Take a note of your **Personal ID**: you will need this throughout the year.

## Step Three: Completion

- **Verify** your email address so that UCAS can communicate with you. The link to do this is on the first page as you login.

### *Personal Details:*

- You will not need to fill out your ULN, TOEFL, or IELTS numbers unless you know you already have one.
- Check your **first name, surname, and address** start with **capital letters**, e.g. David Smith.
- Your student support fee code will be **02 UK student finance services**; this is to receive loans.
- You should enter your nominated access as **Ms Caroline Browne** so that she can talk to universities on your behalf if there are any issues. Please enter **Careers Leader** as the "Relationship to you".

### *Choices*

- You will eventually need two courses at entry requirements above your AP4 achieved grades, two courses at your AP4 grades, and one below those grades as a safety net.
- Identify at least one open day for each of your proposed choices, and visit them before you apply.

### *Education*

- Add your school as **Central Foundation Boys' School**, and not IC6.
- Your start date at **Central Foundation Boys' School** will be the month you started and the year you started: 09/2014 if you joined in Year 7; 09/2013 if you joined in Year 7 and re-sat Year 12; 09/2019 if you joined in Year 12; 09/2018 if you joined in Year 12 and re-sat the year.
- Your end date at Central Foundation Boys' School will be **08/2021**.
- Add your qualifications. You must put in all your qualifications, including half GCSEs, all completed AS-levels, and the A-levels/vocational qualifications you are currently taking with the grade entered as "**pending**". The dates for these qualifications should be 08 for August and 2021.
- You must include all qualifications you have received.
- You should choose "**Below honours degree level qualifications**" when asked to state the highest level of qualification you expect to have.

### *Employment*

- Please put down any work experience or jobs you have had.

### *Data Sharing*

- Please opt-in to share progress on your application with your adviser on the "Declaration" page, as this will help the school advise you.