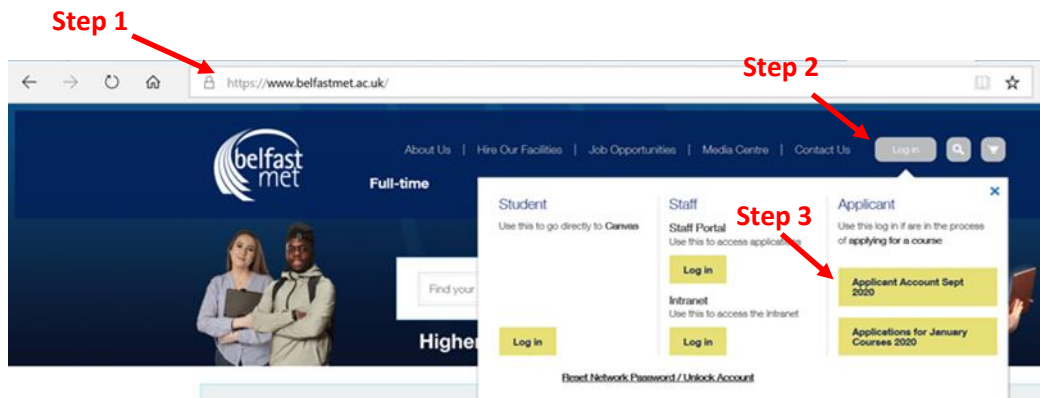
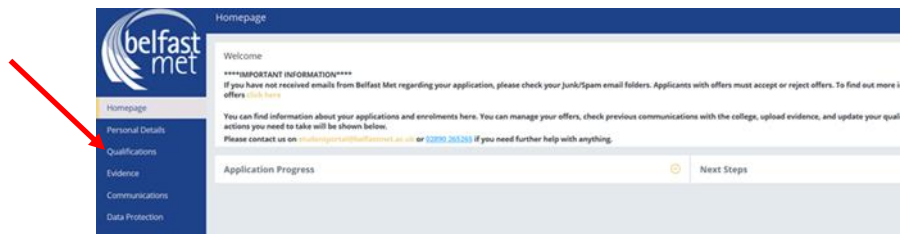


Applicant guide to recording or updating qualifications using online application account (updated August 2020)

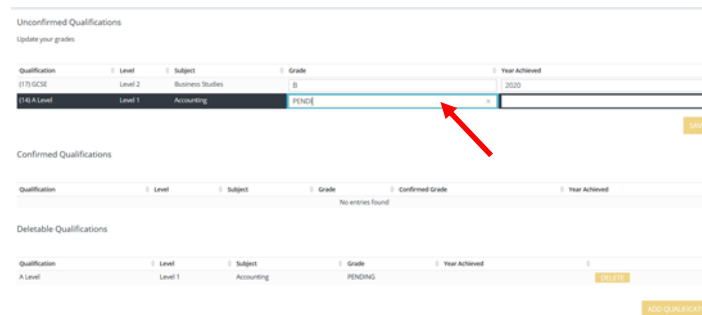
a) Log into account.



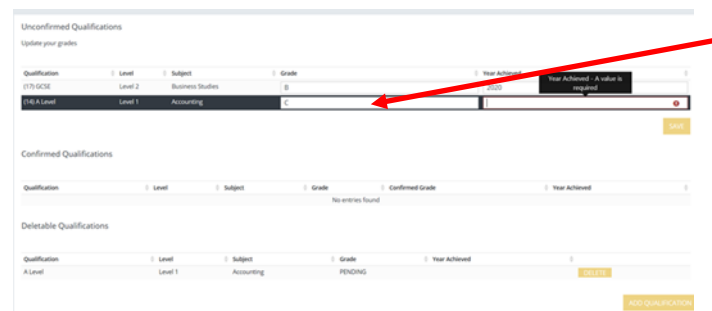
b) From Home Page, select **Qualifications** option.



c) To update **Pending** to the grade achieved, click inside **Grade** box.



d) Backspace to remove **PENDING**, then enter grade i.e. **C**. Press **TAB** key.



e) Click inside Year Achieved.

Unconfirmed Qualifications
Update your grades

Qualification	Level	Subject	Grade	Year Achieved	Year Achieved - Enter N if none
IBY GCSE	Level 2	Business Studies	B	2020	
IB&A Level	Level 1	Accounting	C		

Confirmed Qualifications

Qualification	Level	Subject	Grade	Confirmed Grade	Year Achieved
No entries found					

Deletable Qualifications

Qualification	Level	Subject	Grade	Year Achieved
A Level	Level 1	Accounting	PENDING	

ADD QUALIFICATION

f) Enter **Year Achieved** i.e. 2020. Click on **SAVE**.

Unconfirmed Qualifications
Update your grades

Qualification	Level	Subject	Grade	Year Achieved	Year Achieved - Enter N if none
IBY GCSE	Level 2	Business Studies	B	2020	
IB&A Level	Level 1	Accounting	C	2020	

Confirmed Qualifications

Qualification	Level	Subject	Grade	Confirmed Grade	Year Achieved
No entries found					

Deletable Qualifications

Qualification	Level	Subject	Grade	Year Achieved
A Level	Level 1	Accounting	PENDING	

ADD QUALIFICATION

g) The record will show as saved.

Unconfirmed Qualifications
Update your grades

Qualification	Level	Subject	Grade	Year Achieved	Year Achieved - Enter N if none
IBY GCSE	Level 2	Business Studies	B	2020	
IB&A Level	Level 1	Accounting	C	2020	

Confirmed Qualifications

Qualification	Level	Subject	Grade	Confirmed Grade	Year Achieved
No entries found					

Deletable Qualifications

Qualification	Level	Subject	Grade	Year Achieved
A Level	Level 1	Accounting	C	2020

ADD QUALIFICATION