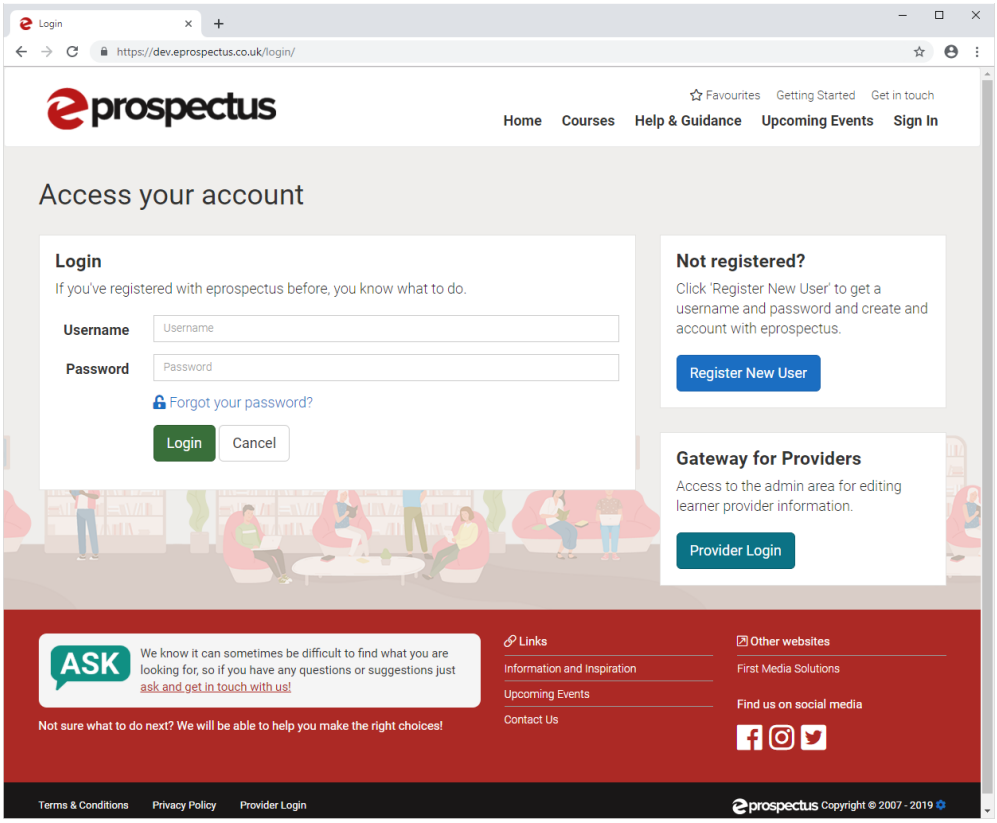
My Profile Template

V1.1

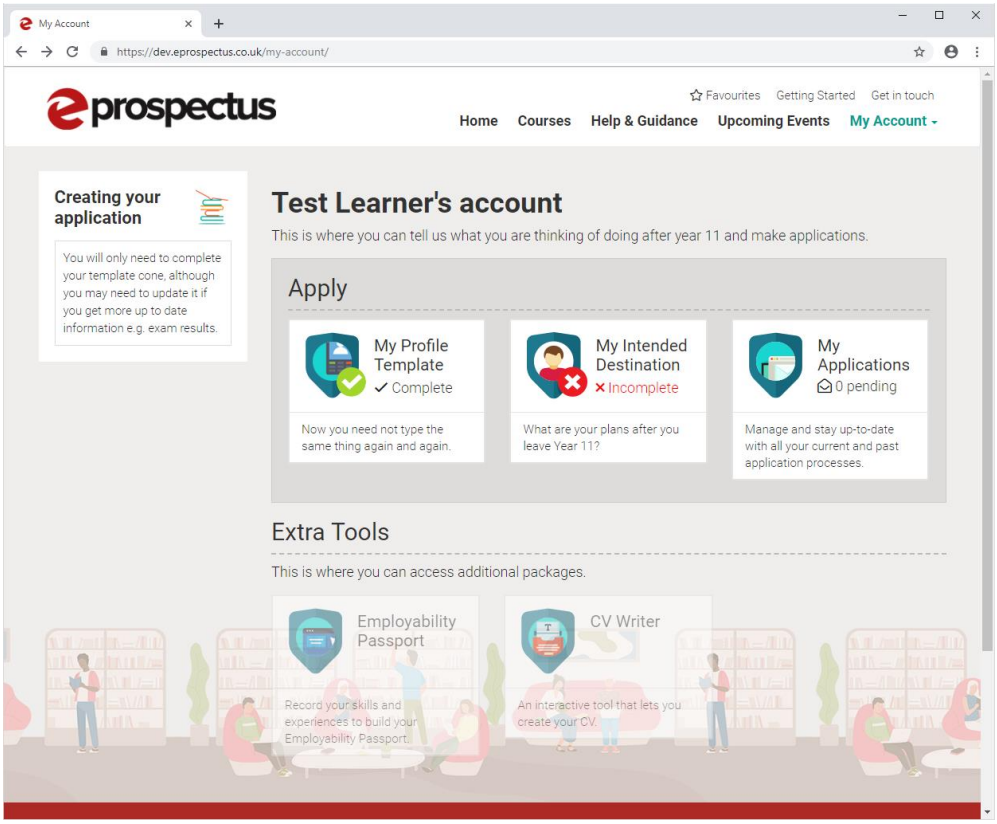
Filling in your Profile Template

Step by step instructions for filling in your profile template in the new eProspectus.

Please note the version of your site may be slightly different to what is shown in this document



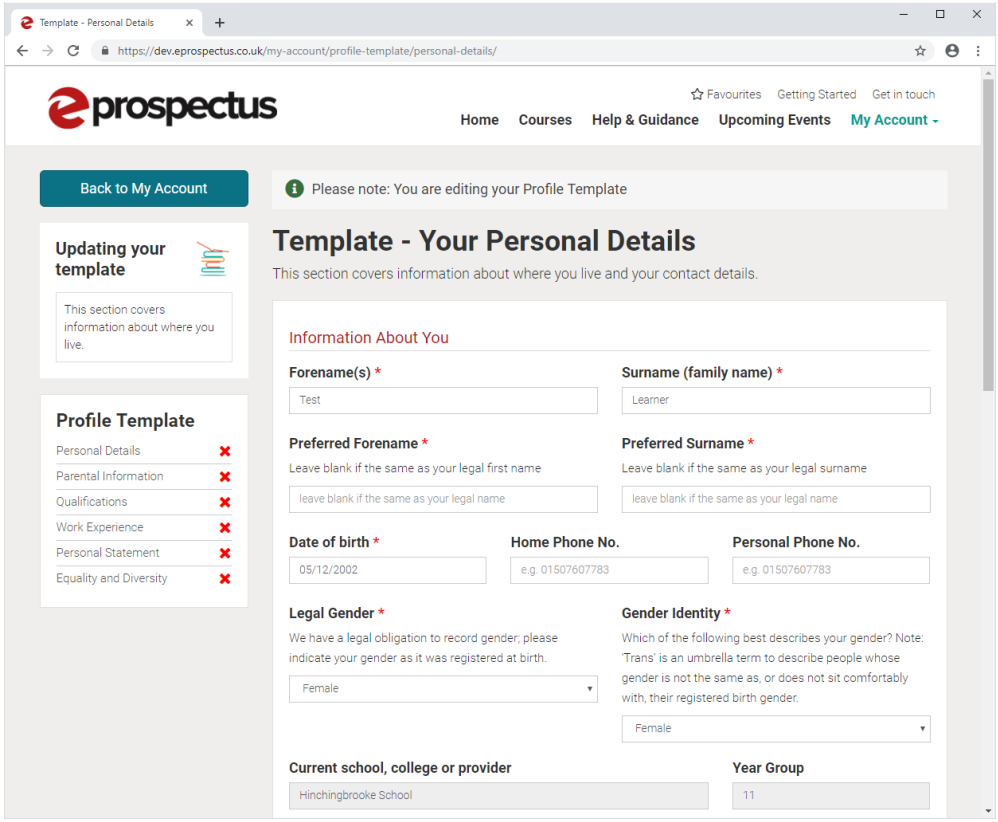
The first step is to log in to your account



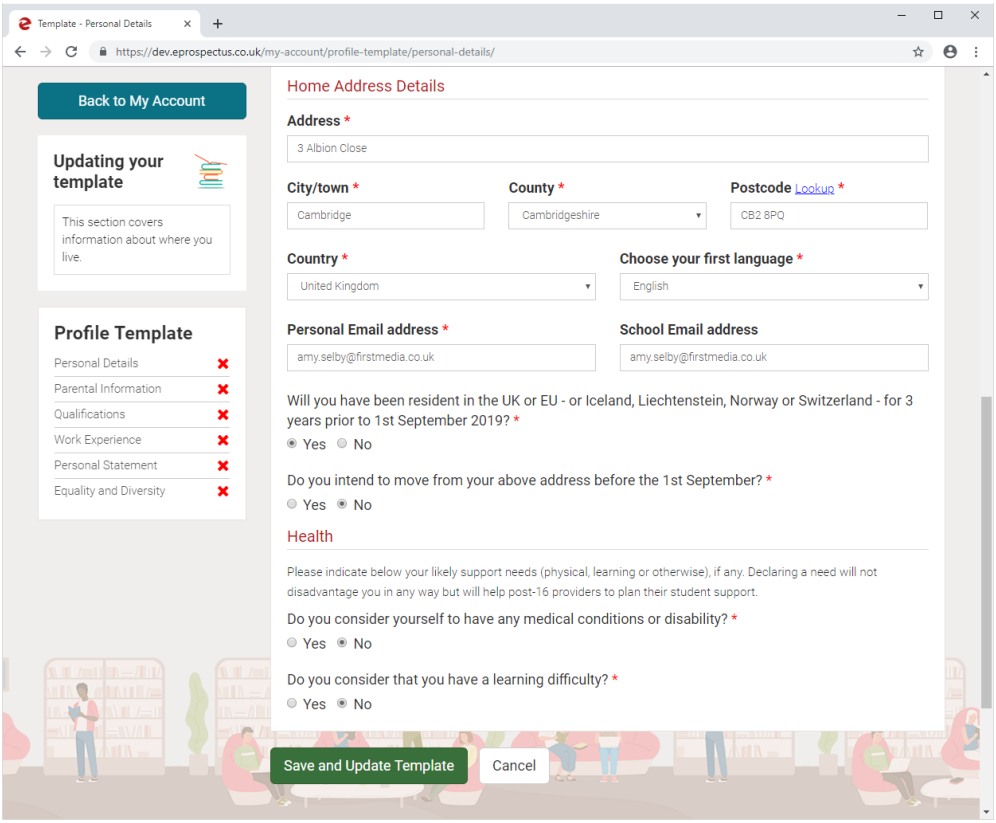
Next choose **My Profile Template** from the Extra Tools section.

Your template is used in your applications to save you filling all your details in every time. The template can be updated by coming back to this section, or by ticking the **Update my Profile Template** box when saving data in your application.

You can work in any order but we will start with clicking on **Personal Details.**

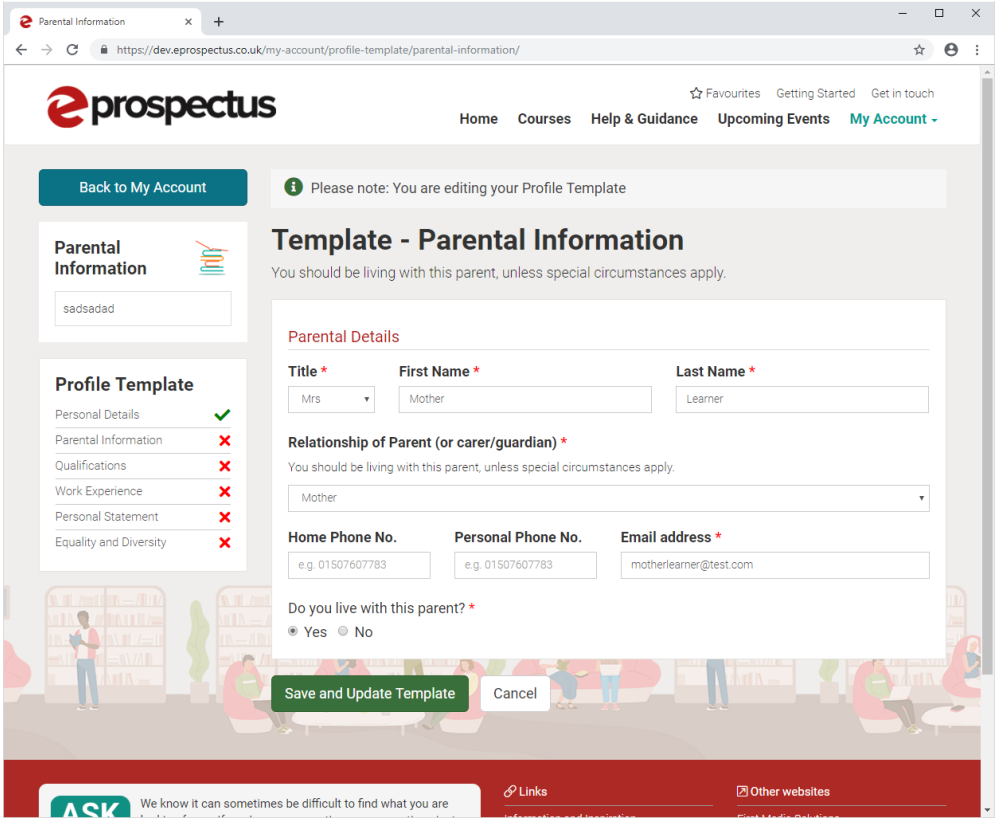


Personal Details
Fill in all of the fields making sure the data is correct

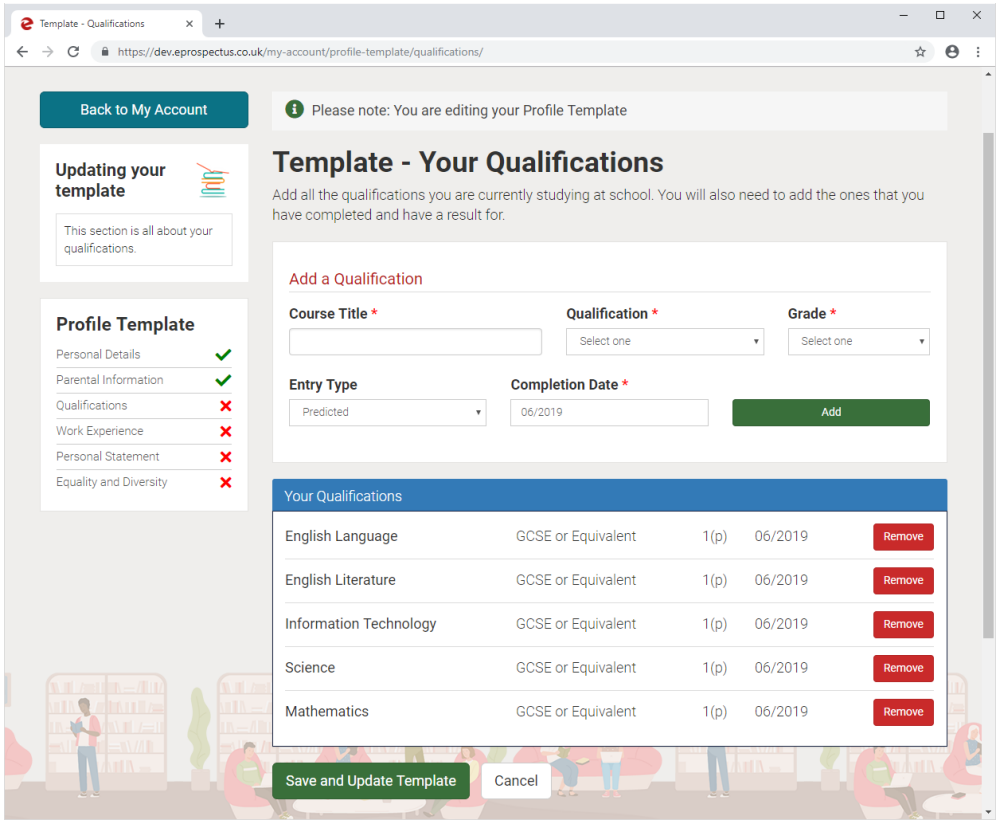


Personal Details continued
Add your address and any health needs you have.

Click **Save and Update Template** to save your changes.



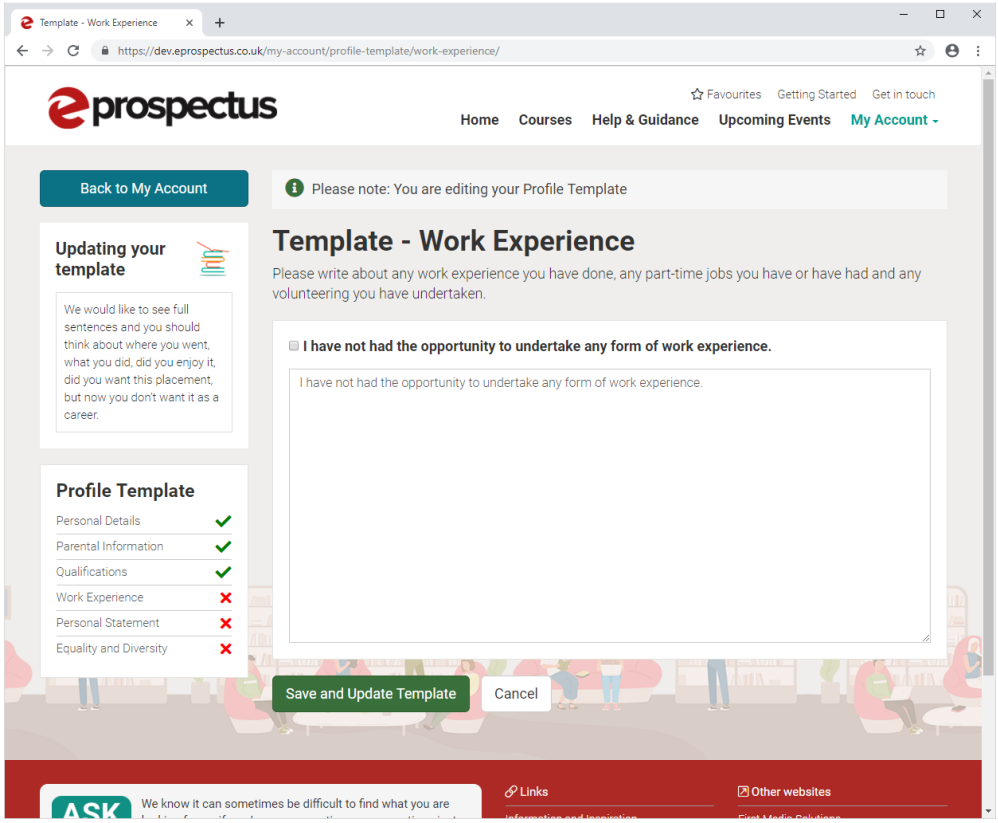
Parental Information
Here you need to enter your parent/carer/guardian's details (Please note you should live with this person). If special circumstances apply and you don't live with this person then fill in their address.
Once you have filled in all the fields click **Save and Update Template** to save your changes.



Qualifications

If your qualifications have been loaded by the school you will not be able to amend them – so you can skip this section.

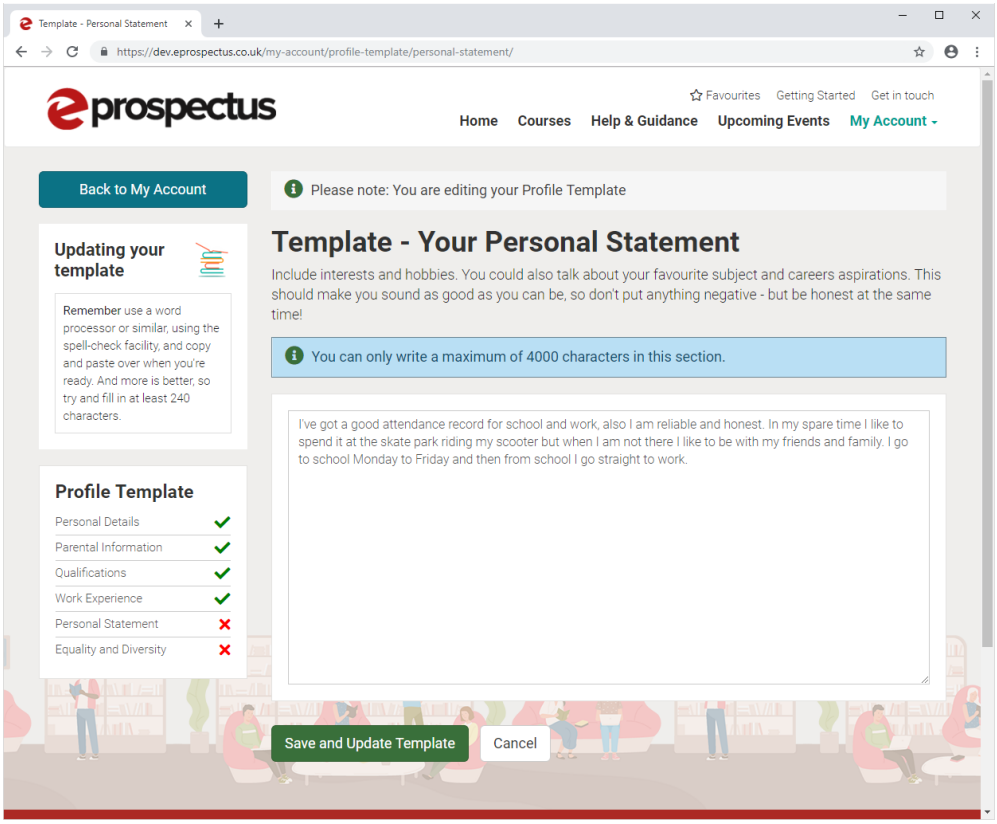
Otherwise, you will need to enter your qualifications. If you start typing the subject in the Title box, the options will appear. Select your qualification type, grade and entry type (Predicted grade or actual grade) then check the completion date is correct. Once complete, press Add. Continue this process until all your qualifications are added then press **Save and Update Template** to save your changes.



Work Experience

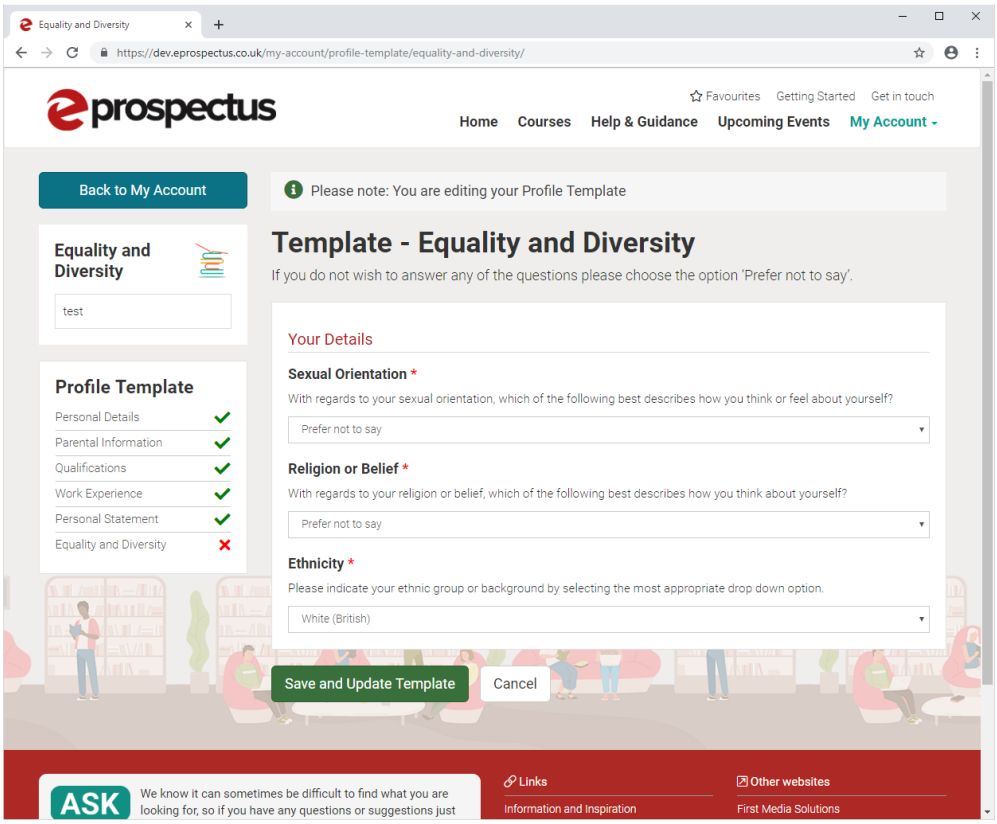
This section should include details of any work experience or part time jobs you have had. If you haven't completed any work experience you can tick the checkbox to insert the comment for you.

Click **Save and Update Template** to save your changes.



Personal Statement
This section gives you an opportunity to promote yourself and your achievements.

Click **Save and Update Template** to save your changes



Equality and Diversity
Here you need to fill in your sexual orientation and religious beliefs. If you don't wish to enter these, just select the **Prefer Not To Say** option in the drop down

Click **Save and Update Template** to save your changes

Now your template is complete and ready to be used in your applications.