

PROVIDER PAGES

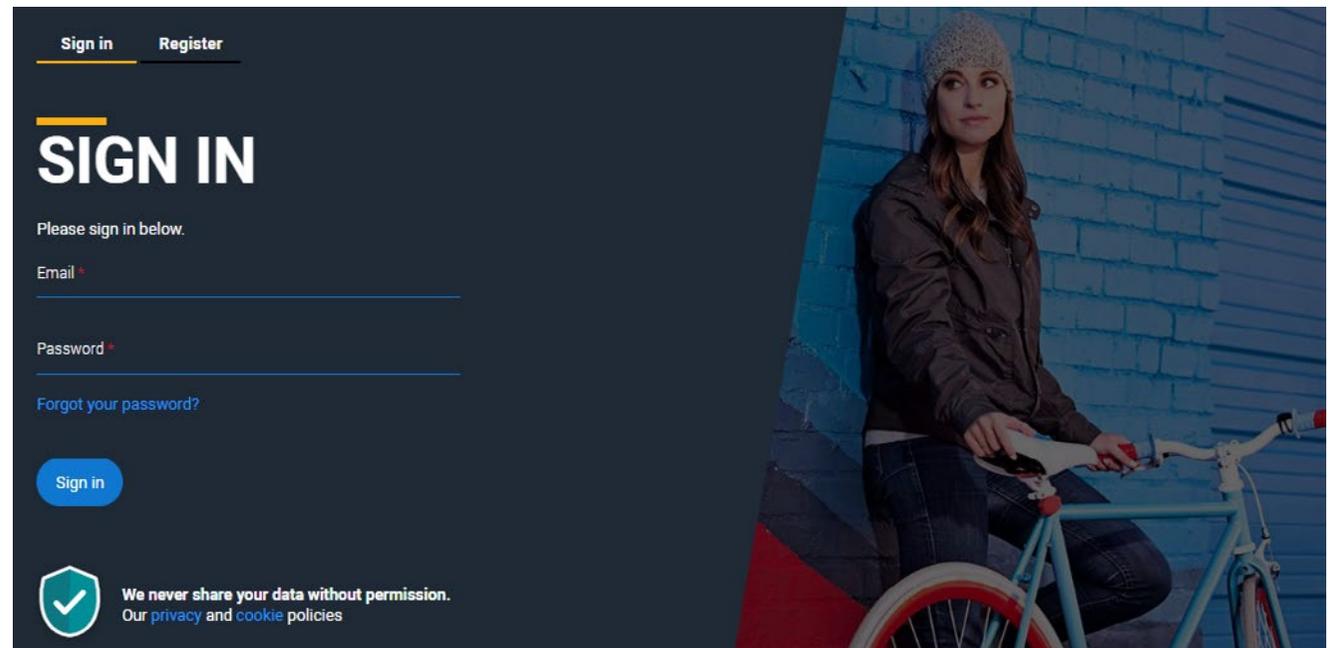
SPECIFICATIONS

UCAS



HOW TO FIND PROVIDER PAGES

1. **Login to UCAS** using your account information. If you don't have an account, you can register using the same page.

A screenshot of the UCAS Sign In page. The page has a dark background with a woman on a bicycle in the background. At the top, there are two links: "Sign in" (underlined) and "Register". Below this is the heading "SIGN IN" in large white letters. Underneath, it says "Please sign in below." followed by two input fields: "Email" and "Password", both with red asterisks. Below the password field is a link "Forgot your password?". A blue "Sign in" button is positioned below the links. At the bottom left, there is a green checkmark icon in a shield, followed by the text "We never share your data without permission. Our [privacy](#) and [cookie policies](#)".

[Sign in](#) [Register](#)

SIGN IN

Please sign in below.

Email *

Password *

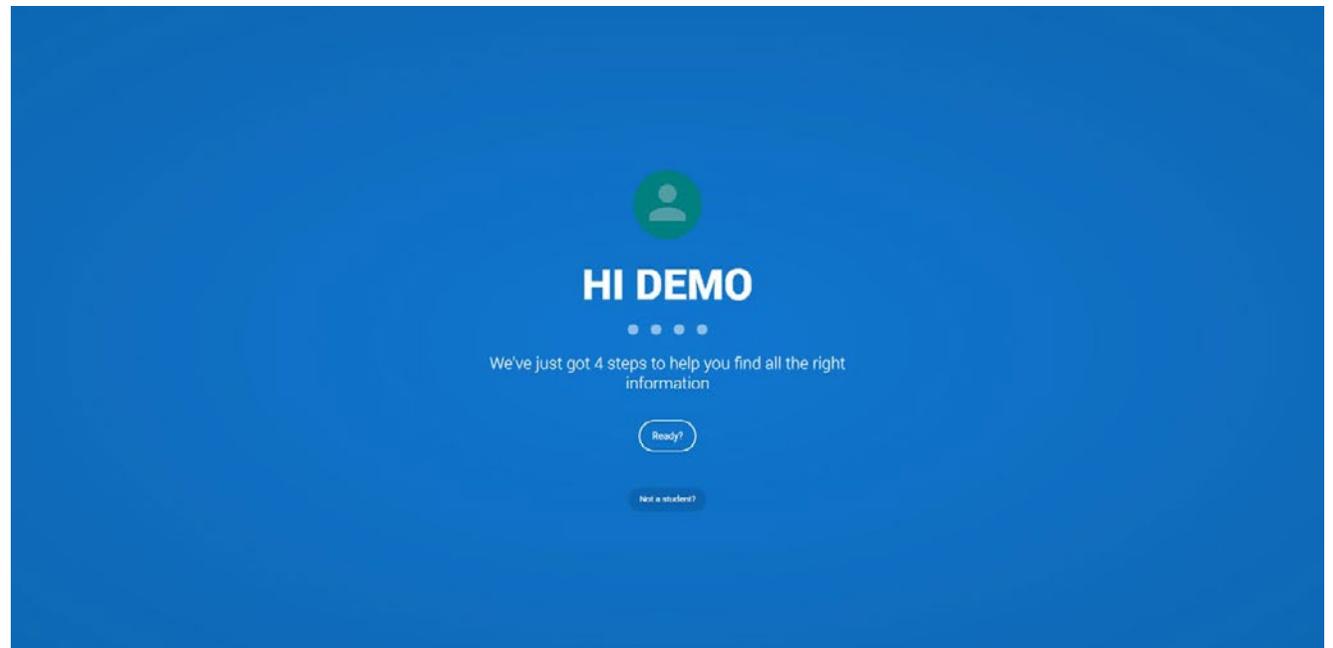
[Forgot your password?](#)

[Sign in](#)

 We never share your data without permission.
Our [privacy](#) and [cookie policies](#)

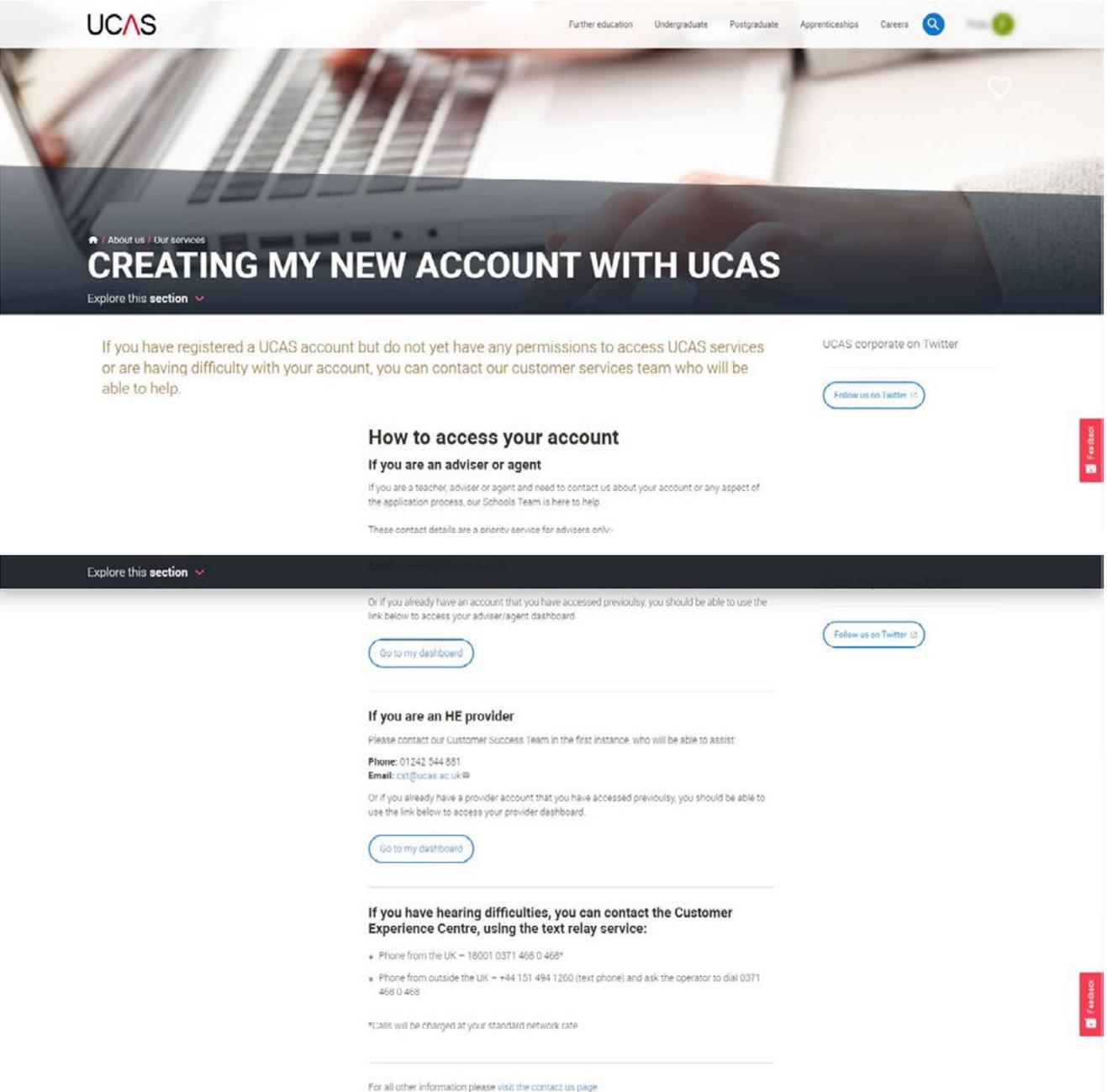
HOW TO FIND PROVIDER PAGES

2. **If you are already associated with your institution skip to step 4.** If you are not associated with your institution through any means (e.g. given permissions to access your institutions account) You will be taken to the page shown below, when hitting this click the button “not a student?”.



HOW TO FIND PROVIDER PAGES

3. Upon hitting the **page below**, scroll down to where it says '**If you are a HE provider**' and click the button '**go to my dashboard**'.



The screenshot shows the UCAS website's 'CREATING MY NEW ACCOUNT WITH UCAS' page. The page features a navigation bar with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Apprenticeships', and 'Careers'. The main heading is 'CREATING MY NEW ACCOUNT WITH UCAS' with a sub-link 'Explore this section'. The page is divided into three main sections:

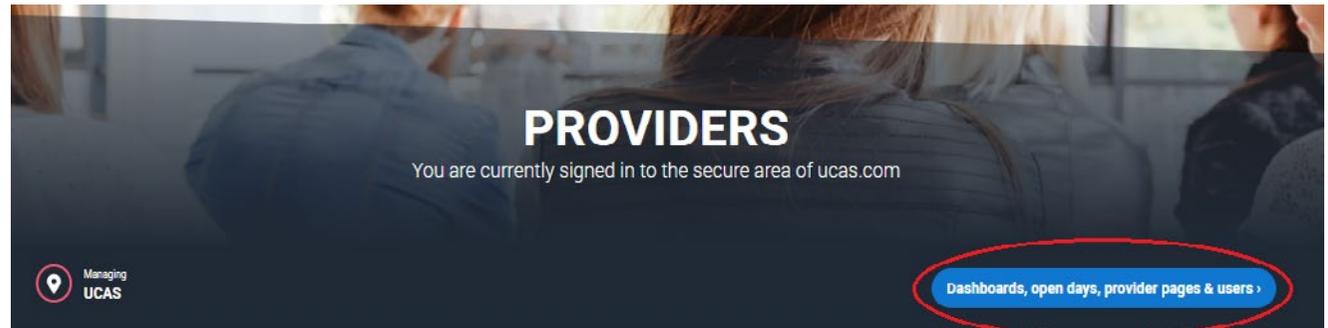
- Introduction:** A paragraph stating that if a user has registered a UCAS account but lacks permissions, they should contact the customer services team.
- How to access your account:** A section for advisers and agents, providing contact details for the Schools Team and a 'Go to my dashboard' button.
- If you are an HE provider:** A section for higher education providers, providing contact details for the Customer Success Team and a 'Go to my dashboard' button.
- If you have hearing difficulties:** A section providing contact information for the Customer Experience Centre, including phone numbers for UK and international users.

At the bottom, there is a footer with the text: 'For all other information please visit the contact us page'.



HOW TO FIND PROVIDER PAGES

4. Upon landing in the providers secure area of ucas.com , click on the '**Dashboards, open days, provider pages & users**' quick link. If the highlighted link below does not appear for you, this means that you do not have the relevant permissions and will need to read on from step 5.



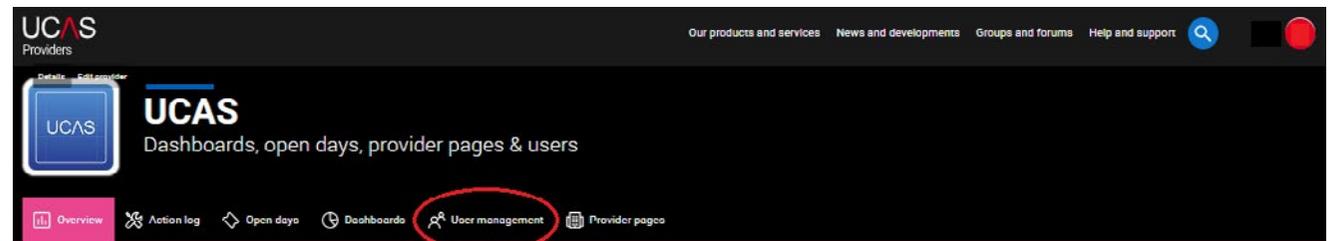
Collection tool Course management

Collection tool Provider management

Professional Development Platform

HOW TO FIND PROVIDER PAGES

5. To give colleagues permission to update your provider page onucas.com, select 'user management'. **You must be an admin at your institution in order to see and access this tab.**



Number of users: 609

If you need help, contact the Customer Success Team on 0344 984 1111 for details of your administrator.

User	Action	Date
g.114@glasgow.ac.uk	added open days role to role: g.114@glasgow.ac.uk	26 Jan 2024
r.114@glasgow.ac.uk	added user: g.114@glasgow.ac.uk	26 Jan 2024
g.114@glasgow.ac.uk	added user: g.114@glasgow.ac.uk	23 Jan 2024

[View full action log](#)

Scheme access

Undergraduate
Teacher training
Conservatoires
Postgraduate

Location

RoseHill
New Barn Lane
Chaltenham
Gloucestershire
GL52 3LZ
United Kingdom

HOW TO FIND PROVIDER PAGES

- When accessing 'user management' you can give someone permissions by entering their email address and clicking the '**marketing**' permission **OR** if they already have an account simply tick the relevant permission as shown below. You can search for them using the search bar.



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

<input checked="" type="checkbox"/> Normal	<input type="checkbox"/> Admin	<input type="checkbox"/> Marketing	<input type="checkbox"/> June deadline analysis 2023
<input type="checkbox"/> Daily Clearing analysis 2023	<input type="checkbox"/> October deadline analysis 2024	<input type="checkbox"/> UC October deadline analysis 2023	<input type="checkbox"/> Course portfolio
<input type="checkbox"/> January deadline analysis 2023	<input type="checkbox"/> UC January deadline analysis 2023	<input type="checkbox"/> Cycle update	<input type="checkbox"/> Unibuddy report
<input type="checkbox"/> Competitor Insights	<input type="checkbox"/> Portfolio 2022		

- Admin permissions enable the user to access this admin area, where they can add, edit, and remove other users.
- Marketing users will be able to add, edit, and delete open day events, and use the gallery tab to upload images of your provider.
- Report permissions will allow this user to see the corresponding report on the reports tab. If any of the report checkboxes are unavailable, this is most likely because it is a commercial data product - email us at services@ucas.ac.uk to find out more.
- Normal users will only be able to access the content relevant to your provider on ucas.com.

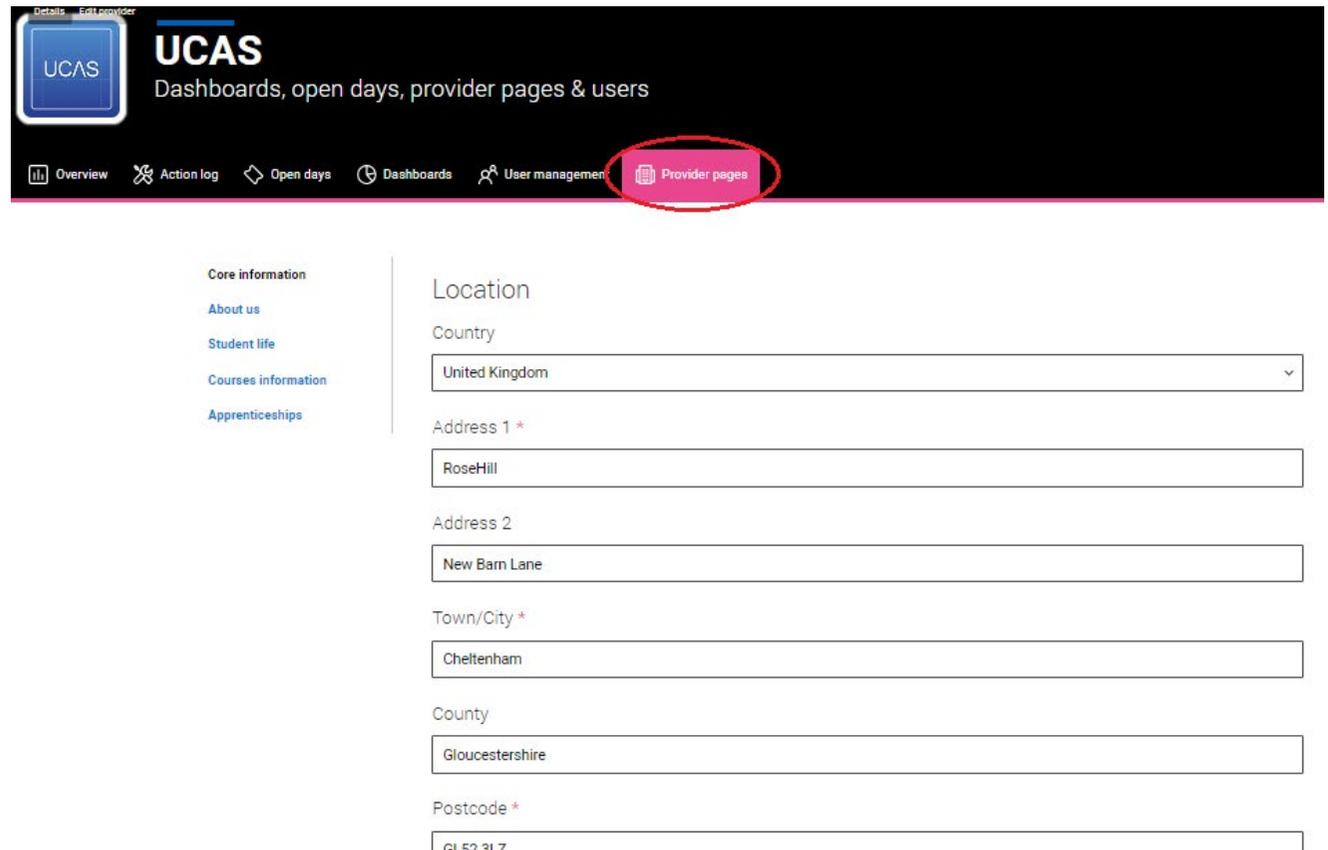
[Add user](#)

Filter by name or email address

Details	Permissions	Remove
Details	<input checked="" type="checkbox"/> Normal <input type="checkbox"/> June deadline analysis 2023 <input type="checkbox"/> UC October deadline analysis 2023 <input type="checkbox"/> UC January deadline analysis 2023 <input type="checkbox"/> Competitor Insights	<input type="checkbox"/> Admin <input type="checkbox"/> Daily Clearing analysis 2023 <input type="checkbox"/> Course portfolio <input type="checkbox"/> Cycle update <input type="checkbox"/> Portfolio 2022
Remove	<input type="checkbox"/> Marketing <input type="checkbox"/> October deadline analysis 2024 <input type="checkbox"/> January deadline analysis 2023 <input type="checkbox"/> Unibuddy report	Remove

HOW TO FIND PROVIDER PAGES

- Users with the relevant permissions will then be able to see the provider pages tab and all the relevant fields.



The screenshot displays the UCAS provider management interface. At the top, the navigation bar includes tabs for Overview, Action log, Open days, Dashboards, User management, and Provider pages. The 'Provider pages' tab is highlighted with a red circle. Below the navigation bar, the 'Location' section contains several form fields:

- Country: United Kingdom
- Address 1 *: RoseHill
- Address 2: New Barn Lane
- Town/City *: Cheltenham
- County: Gloucestershire
- Postcode *: GL 52 3L 7

BEST PRACTICE

Specs

- ▶ All fields marked with an * are mandatory
- ▶ Fields that are not mandatory, will be blank on your student facing page until you have added and saved content
- ▶ Your main address will be automatically pulled through from our internal provider records system. If you wish to display a different address, please update it using the address fields.
- ▶ Within any text boxes you have the ability to:
 - » make text bold
 - » use line breaks
 - » use bullet points
- ▶ The pages are split into the following sections:
 - » About us
 - » Stats
 - » Student life
 - » Courses
 - » Apprenticeships
- ▶ No URLs to be included within the text.

Core Information

- ▶ Country
- ▶ Address 1*
- ▶ Address 2
- ▶ Town/City*
- ▶ County
- ▶ Postcode*
- ▶ Website URL
- ▶ Contact email address
- ▶ Telephone number
- ▶ Location tags (Tick only those that apply to your main location):
 - » Seaside
 - » Town
 - » City
 - » Rural
- ▶ Any that don't apply to you main location will be removed.
- ▶ Banner Image (for course and provider page)
 - » Files must be less than 5MB (png, jpg, jpeg).
 - » Images must be at least 1920x420 pixels.
- ▶ Tile images (for course tiles)
 - » Files must be less than 5MB (png, jpg, jpeg).
 - » Images must be at least 700x700 pixels.



BEST PRACTICE

About Us

▶ Summary: **1000 characters**

- » This section is for you to articulate broadly what your provider offers. This is the first text that students see, so will need to communicate your proposition clearly and concisely to keep them reading.

▶ Intro message: **1000 characters**

- » This is the “What makes us different” section. Articulate what makes you different from your fellow providers, what do you offer that others don’t? What do you specialise in?

▶ Promotional video (**1 video** – either YouTube link or own file upload **limited to 200mb**)

- » You only get one promotional video to sell your university. Students love authentic content by students currently studying at your institution, so we advise that your content is focussed on student life and gets the student excited about studying with you.
- » You can either upload your own video directly to UCAS or link to a video on YouTube.

▶ Image gallery (**Up to 10**)

- » Files must be less than **2 MB (png, gif, jpg, jpeg)**.
- » Images must be at least **940x529 pixels**. Images larger than **3000x1500 pixels** will be resized.
- » Again, focus on what the experience is like at your institution. Help students understand what it’s like to study with you and what life is really like. Images will be the most powerful way you can portray your institution.

▶ Gallery quote

- » You can have a quote from a current or previous student, famous alumni or even academics, whatever you think will inspire students to come to your institution.
- » Name (only first) of the individual
- » Quote
- » Job title/course

- ▶ We will also automatically add information about campus locations (taken from published courses) and links to accommodation information for those that subscribe to the UCAS service.



BEST PRACTICE

Stats

You can't edit this section. If there is Discover Uni data for your provider, they will display here.

Student Life

- ▶ You'll have **1000 characters** to pitch what life is like at your provider in words we would recommend focus on:
 - » clubs & societies
 - » accommodation
 - » Your Student's union
 - » city life
 - » what students say they love about studying at your institution
- ▶ If you subscribe to the Unibuddy on UCAS service you will get a further call to action on this page.

Courses information

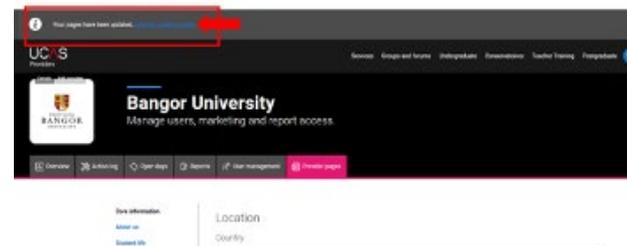
- ▶ Courses intro: **1000 Characters**
 - » Space for you to talk about what courses you offer, which ones you specialise in and types of study that you offer to accommodate students.

Apprenticeships

- ▶ Apprenticeship intro: **1000 characters**
 - » An opportunity to talk about any apprenticeship courses that you offer and any employers that you are working with. This is a great opportunity to set yourself apart from other providers.

Seeing your page

- ▶ You can view your page at: <https://www.ucas.com/explore/unis> OR by click the banner that appears when you save any content (example below).



Feedback

Should you wish to provide feedback about any issues that you find or any changes you think we should make, please use the pink feedback tab on the right-hand side of the page.

Trouble accessing or uploading anything?

You can email our Data Collection Team on: coursesdata@ucas.ac.uk.

Or call them on: 01242 544864

Prohibited

- ▶ URLs/Links within text