



My Profile Template

V2.0

The screenshot displays the eProspectus website interface. At the top left is the eProspectus logo. On the top right, there are links for "Get in Touch", "Your account", and "Log in". A dark blue navigation bar contains the following menu items: Home, Opportunities, Resources, News, Events, and Information.

The main content area features a "Welcome to our eProspectus" section. It includes a sub-header "About our prospectus", a main heading "Welcome to our eProspectus", and two paragraphs of placeholder text. Below the text is an orange button labeled "Opportunities >". To the right of the text are three images: a student raising their hand in class, a group of students in a library, and two students talking.

Below the welcome section is an "Exciting Upcoming Events" section. It features three event cards:

- Virtual Open Day**: December 20, 2020 - December 20, 2022, anytime.
- Spaghetti Slurping Day**: December 25, 2021, 8am-10pm.
- World Made Up Day**: February 3, 2022 - December 2, 2021, 12pm.

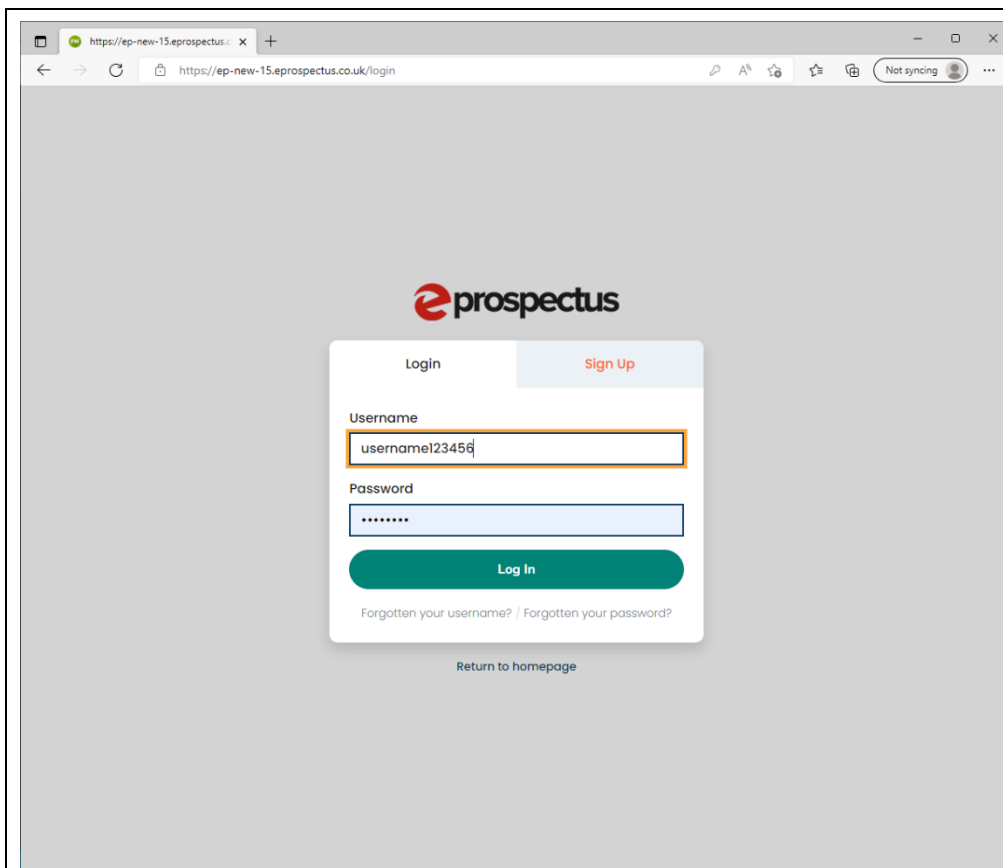
At the bottom of the event section is an orange button labeled "See all events >".

The footer of the page contains the text "What's been happening?".

Filling in your Profile Template

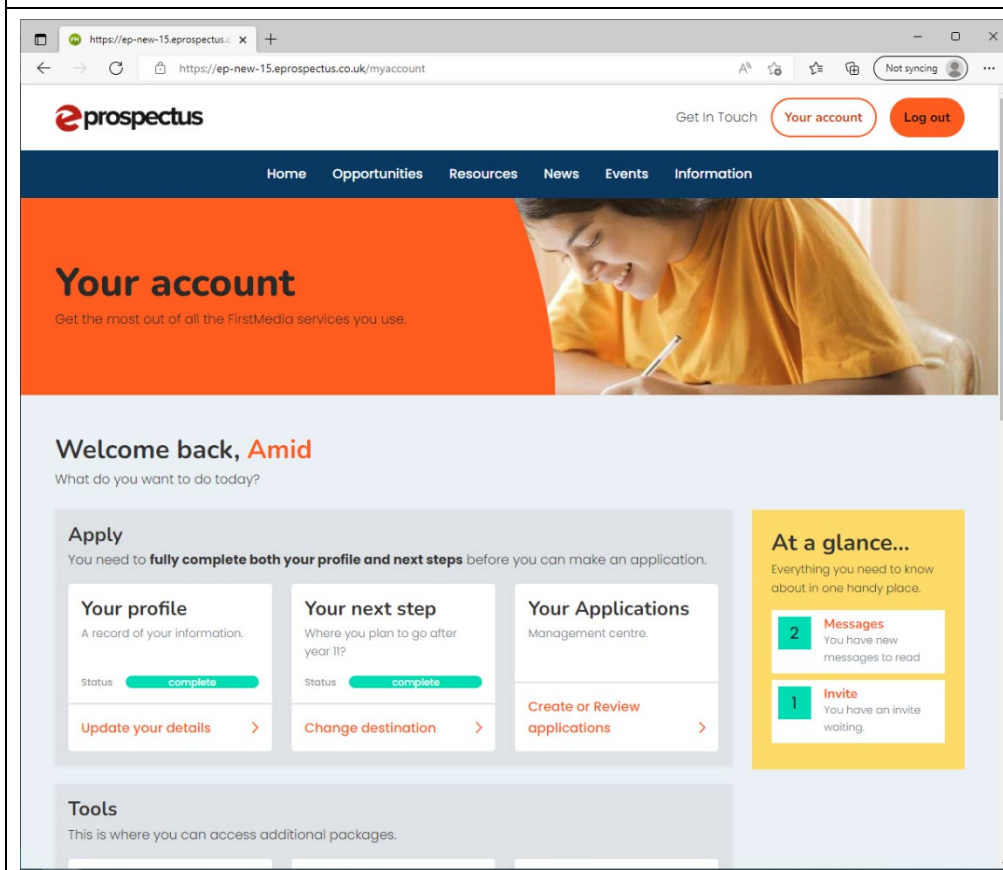
Step by step instructions for filling in your profile template in the new eProspectus.

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



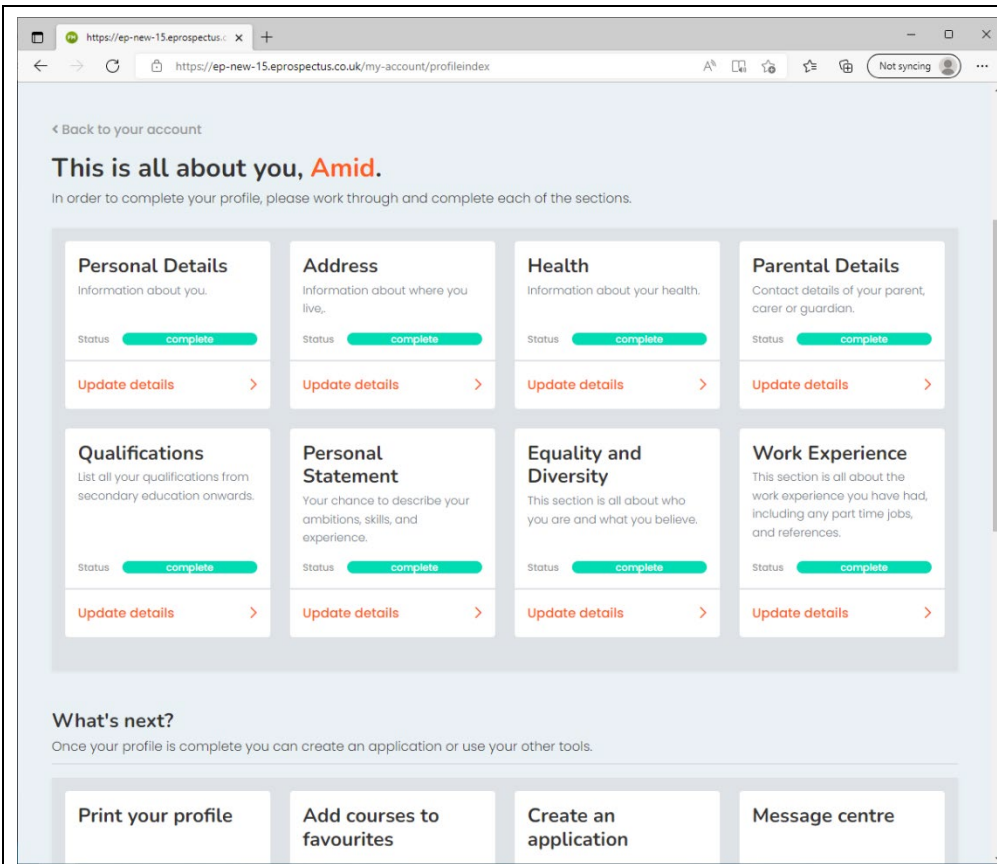
The screenshot shows the login page of the eProspectus website. The browser address bar displays 'https://ep-new-15.eprospectus.co.uk/login'. The page features the eProspectus logo at the top. Below the logo, there are two tabs: 'Login' (selected) and 'Sign Up'. The login form includes a 'Username' field with the text 'username123456', a 'Password' field with masked characters '*****', and a green 'Log In' button. Below the button, there are links for 'Forgotten your username?' and 'Forgotten your password?'. At the bottom of the form, there is a link to 'Return to homepage'.

The first step is to log in to your account



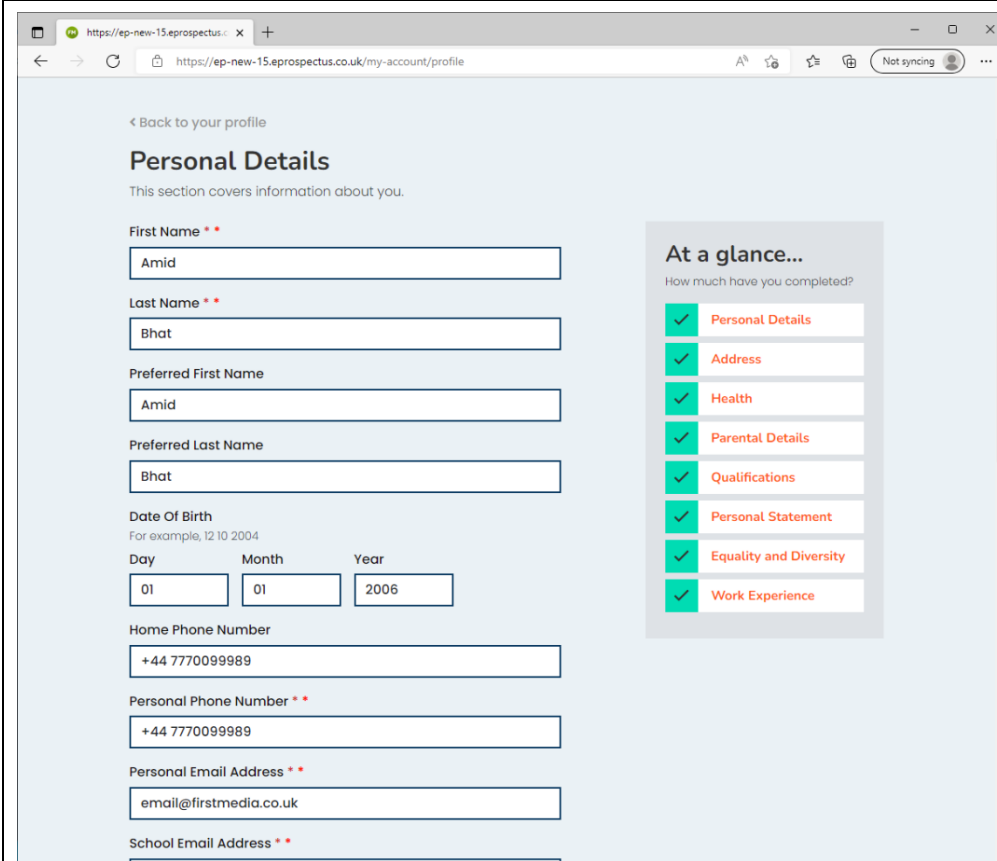
The screenshot shows the 'Your account' page of the eProspectus website. The browser address bar displays 'https://ep-new-15.eprospectus.co.uk/myaccount'. The page features the eProspectus logo at the top left, and navigation links for 'Get In Touch', 'Your account', and 'Log out'. Below the navigation bar, there is a main heading 'Your account' with a sub-heading 'Get the most out of all the FirstMedia services you use.' and a background image of a young girl writing. Below this, there is a welcome message 'Welcome back, Amid' and a question 'What do you want to do today?'. The page is divided into several sections: 'Apply' (with a sub-heading 'You need to fully complete both your profile and next steps before you can make an application.'), 'Your profile' (with a status bar showing 'complete' and a link 'Update your details'), 'Your next step' (with a status bar showing 'complete' and a link 'Change destination'), 'Your Applications' (with a link 'Create or Review applications'), and 'At a glance...' (with a sub-heading 'Everything you need to know about in one handy place.' and two items: '2 Messages' and '1 Invite'). At the bottom, there is a 'Tools' section with a sub-heading 'This is where you can access additional packages.'

Next choose **Update your Profile** from the Apply 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, this will update all applications you currently have.

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.

https://ep-new-15.eprospectus.co.uk/my-account/profile

Personal Phone Number **

+44 7770099989

Personal Email Address **

email@firstmedia.co.uk

School Email Address **

email@firstmedia.co.uk

Legal Gender *

Male

Current Out of Area School Name *

John Smith Academy

For reference only
If any of the following details are incorrect please contact your school or provider.

Year Group

11

Current School

Out of Area or Not Listed

Save and continue Cancel

Personal Details continued

Click **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/address

prospectus Get In Touch Your account Log out

Home Opportunities Resources News Events Information

< Back to your profile

Address
Information about where you live.

Address Line 1 **

Flat 2

Address Line 2

Spring Street

Town **

Louth

County **

Lincolnshire

Postcode **

LN11 0WB

Country **

United Kingdom

Nationality **

Not Known

Choose your first language **

At a glance...
How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Address

Fill in all of the fields with an Asterisk (*) as these are mandatory, making sure the data is correct.

Click **Save and Continue** to save your changes.

prospectus Get in Touch Your account Log out

Home Opportunities Resources News Events Information

< Back to your profile

Health

Information about your health.

Learning difficulty, disability or health problem
Do you consider yourself to have any medical disability, learning difficulty or other health problem?
 Yes No

EHCP
Do you have an EHCP?
 Yes No

Save and continue Cancel

At a glance...
How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Health

If you select yes for **Learning difficulty, disability or health problem** then more details will appear below. If you select **Other** then an additional information box will appear at the bottom to fill in.

Click **Save and Continue** to save your changes.

prospectus Get in Touch Your account Log out

Home Opportunities Resources News Events Information

< Back to your profile

Parental Details

Contact details of your parent, carer or guardian.

Parent Title **
Mr

Parent First Name **
Amad

Parent Last Name **
Bhat

Parent Relationship **
Father

Parent Telephone 1 **
+44 7770099989

Parent Telephone 2
+44 7770099989

Parent Email Address **
email@firstmedia.co.uk

Live With Parent?
 Yes No

Save and continue Cancel

At a glance...
How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

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 Continue** to save your changes.

Your qualifications

Maths	GCSE or Equivalent	9 (p)	07/2021	Edit Qualification	Delete Qualification
Art	GCSE or Equivalent	7 (p)	07/2021	Edit Qualification	Delete Qualification
English Literature	GCSE or Equivalent	9 (p)	07/2021	Edit Qualification	Delete Qualification

Add a new qualification

Subject:

Qualification Type:

Grade:

Entry Type:

Completion Date
 Month: Year:

At a glance...
 How much have you completed?

- Personal Details
- Address
- Health
- Parental Details
- Qualifications
- Personal Statement
- Equality and Diversity
- Work Experience

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 Qualification.

Continue this process until all your qualifications are added then click **Back to your account** at the top of the screen to continue.

prospectus Get In Touch

Home Opportunities Resources News Events Information

< Back to your profile

Work Experience

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

Work Experience *
 Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

I have not had the opportunity to undertake any form of work experience. *

This is where I put my work experience.

You have 4961 characters remaining

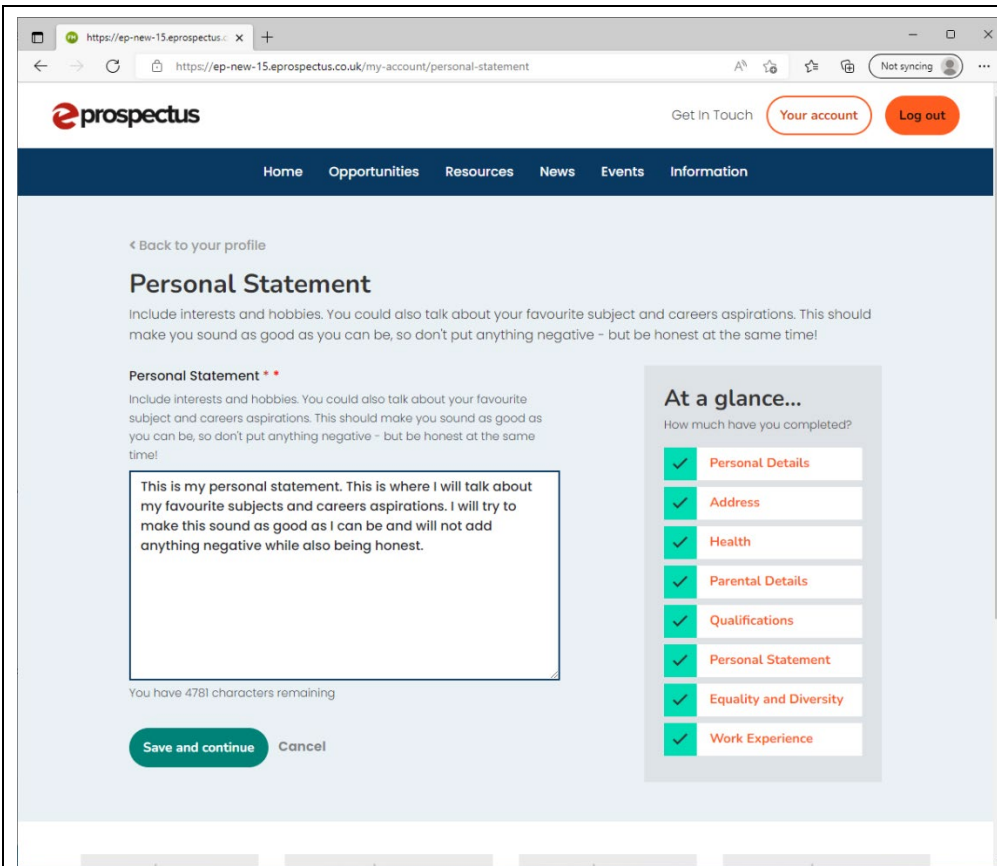
At a glance...
 How much have you completed?

- Personal Details
- Address
- Health
- Parental Details
- Qualifications
- Personal Statement
- Equality and Diversity
- Work Experience

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.

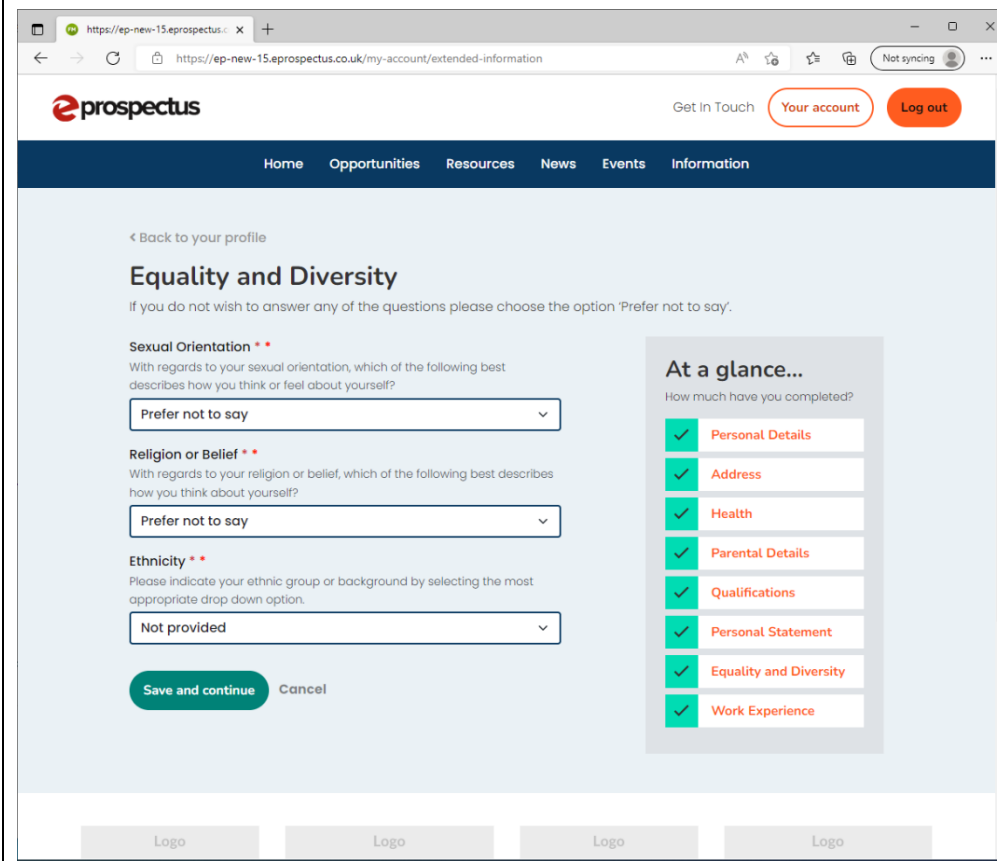
Click **Save and Continue** to save your changes.



Personal Statement

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

Click **Save and Continue** 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 Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/profileindex

← Back to your account

This is all about you, Amid.

In order to complete your profile, please work through and complete each of the sections.

Personal Details Information about you. Status complete Update details	Address Information about where you live. Status complete Update details	Health Information about your health. Status complete Update details	Parental Details Contact details of your parent, carer or guardian. Status complete Update details
Qualifications List all your qualifications from secondary education onwards. Status complete Update details	Personal Statement Your chance to describe your ambitions, skills, and experience. Status complete Update details	Equality and Diversity This section is all about who you are and what you believe. Status complete Update details	Work Experience This section is all about the work experience you have had, including any part time jobs, and references. Status complete Update details

What's next?
Once your profile is complete you can create an application or use your other tools.

Print your profile	Add courses to favourites	Create an application	Message centre
------------------------------------	---	---------------------------------------	--------------------------------

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