

1. Take a photo of each page of evidence			
(use a flat surface in a bright that text is clear to read) Log back in to your SRC section. Now, upload each page in e.g. <i>Fees Remission Evidence</i> Successfully uploaded files wi Just to note, you are unable	t location, check all corners are fully visible and Application, click on the Evidence turn, choosing the type of evidence being uploaded, Il show in a list at the top of the screen. to delete a file once it has been uploaded.		
2. Load the SRC website, under Courses click the link to Update Application button	Staff Students Applicants Q Courses Student Life About Us Business Support Contact Us Search for a subject area or course All Study Areas SEARCH TRAINING & APPRENTICESHIPS COURSES HELP Higher Level Apprenticeships How to Apply Aprenticeships Information for Applicants Wentor Connect Qualifications		
3. Select View and Update My Application	Students Applicants Courses Curses C		



 Log back into your application, with your username and password 	Create an account If you are new, or are not currently studying with us, create an account here. Username is required Password is required	Sign in to your account If you already have an account, sign in here. Username/Email Password	Currently studying with us? If you are currently studying with us, you can use your issued account details to sign in here.
If you have any difficulty in get logged back in, please email your Admissions Coordinator (name found at bottom of your email communications) confirming your full name and date of birth.	CREATE AN ACCOUNT	Eorgot Password?	SIGN IN
5. At the Homepage, click	습 ebsontrackprospect.src.ac	.uk ≞ (5	
this button	Homepage		
various sections	Welcome	\odot	Homepage
	You can find information about your appli enrolments here. You can also check prev	Personal Details	
	communications with the college, upload update your qualifications and consents.	evidence, and	Further Details
	Any actions you need to take will be shown below. Please contact us on admissions@src.ac.uk if you need		Qualifications
	further help with anything. We hope you enjoy your time at the Colleg	gel	Evidence
6. Click the Evidence link	Application Progress	0	Data Protection
	rippired on those cos	~	Emergency Contact
	SCIENCE IN COMPUTING Level 5 Foundation Degree Higher Level Apprenticeship		ILP
	Portadown campus choice r		My Attendance
	Application Submitted	I.	



 7. Click and choose the evidence type from the drop down list, e.g. Fees Remission Evidence 8. Then click the Done button 	Evidence 23/07/2020 Jam signature001.pdf 23/07/2020 JAM001.jpg Showing 1 to 2 of 2 records Image: Comparison of the state of t	Evidence 23/07/2020 Jam signature001.pdf 23/07/2020 JAM001.pg Toking 1 to 2 of 2 records Image: Construct State Image: Construct State	
9. Now click the Choose Files button, and locate the photos taken	Proof of Identification File(s) To Upload * Choose Files No file chosen UPLOAD Note that only one photo can be uploaded at a time and uploaded files cannot be deleted by applicants.		
10. Choosing Gallery (or Photos/ Recent Photos depending on device) is the simplest way to locate photo for uploading	Choose an ac My Files	tion Gallery	



11. When photo	Upload Evidence
name is shown click the	You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference).
Upload button	All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types: Word documents, Excel spreadsheets and images (.DOC; .DOCX; .XLS; .NLSX, .PDF; .TXT; JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD; .JPEG).
	Evidence Type *
	Exam Results v
	File(s) To Upload *
	Choose Files Screenshot_202007ung internet.jpg
	UPLOAD
12. Uploaded files	Evidence (j)
will appear at the list at the top of	Export: 📴 🔀 🕢
the screen	Filter:
the screen	Date Added 💮 Attachment
	► 24/07/2020 Screenshot_20200724- 111621_Samsung Internet.jpg
	23/07/2020 Screenshot 20200723- 155708 Camera.jpg
	► 23/07/2020 Jam signature001.pdf
	► 23/07/2020 JAM001.jpg
	Showing 1 to 4 of 4 records
	0 0

To upload multiple files to your application, repeat from step 5 above.

If you have any further issue or query, **please email your Admissions Coordinator** (name found at bottom of your email communications) confirming your full name and date of birth, and staff will be in touch to assist you.