

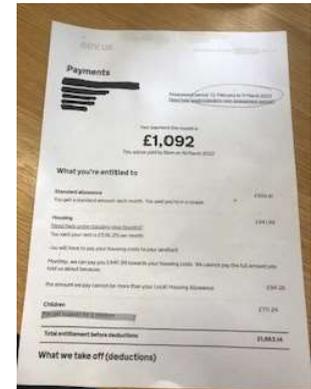
# UPLOADING DOCUMENTS TO SRC APPLICATION PORTAL

## 1. Take a photo of each page of evidence . . .

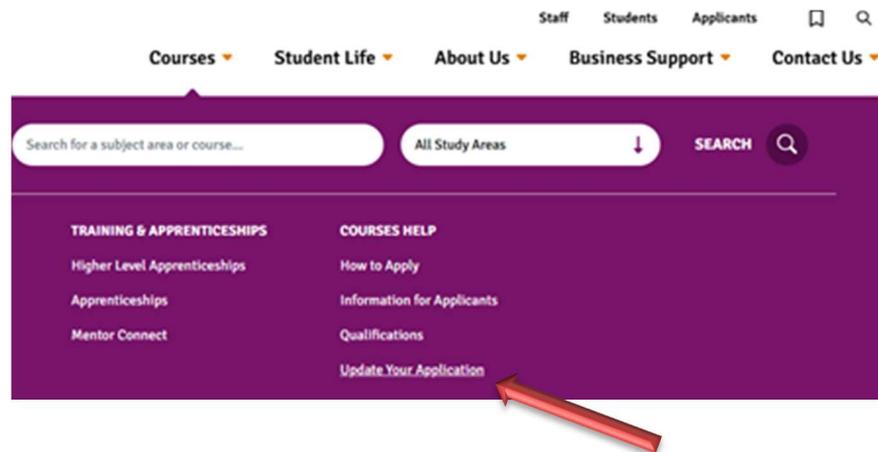
(use a flat surface in a bright location, check all corners are fully visible and that text is clear to read)

Log back in to your **SRC Application**, click on the **Evidence** section.

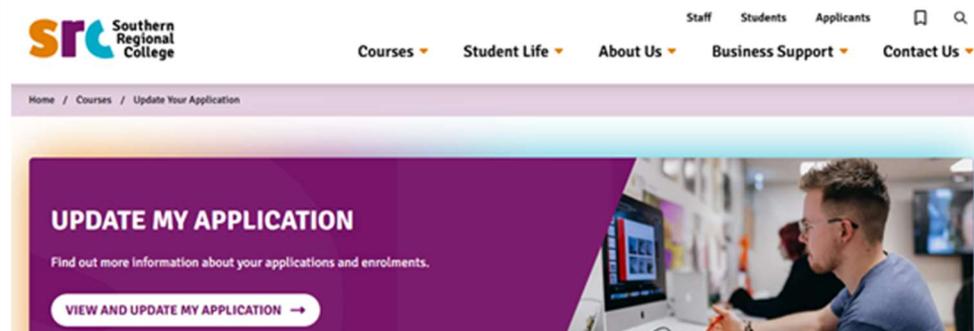
Now, upload each page in turn, choosing the type of evidence being uploaded, e.g. *Fees Remission Evidence*  
Successfully uploaded files will show in a list at the top of the screen.  
Just to note, you are unable to delete a file once it has been uploaded.



2. Load the SRC website, under **Courses** click the link to **Update Application** button



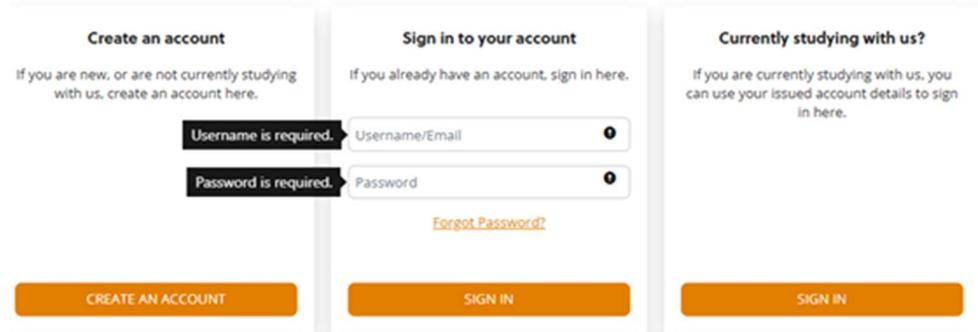
3. Select **View and Update My Application**



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4. Log back into your application, with your **username** and **password**

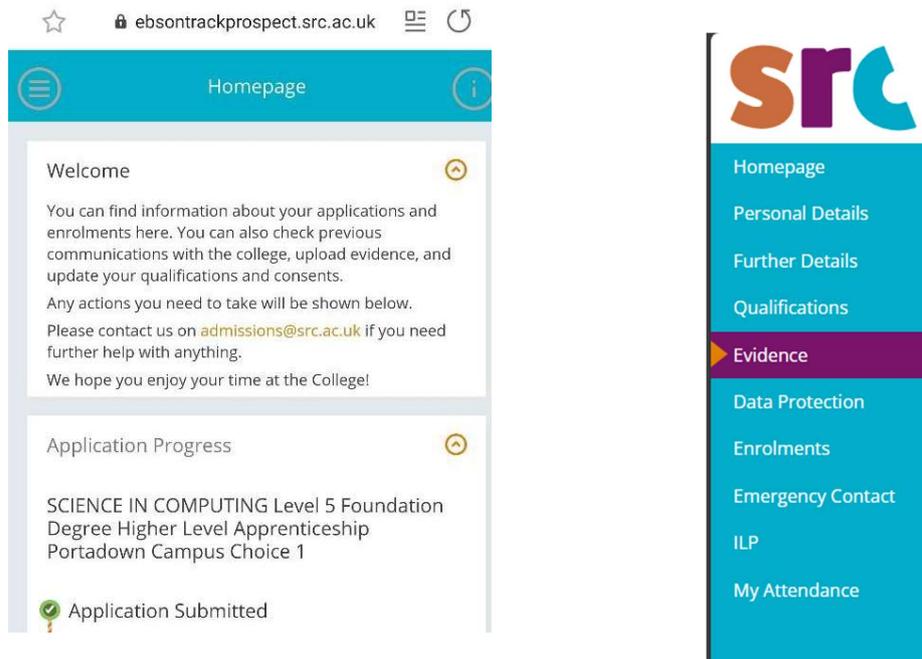
*If you have any difficulty in get logged back in, please email your Admissions Coordinator (name found at bottom of your email communications) confirming your full name and date of birth.*



The screenshot shows three columns of options for logging in or creating an account. The first column is titled 'Create an account' and includes a 'CREATE AN ACCOUNT' button. The second column is titled 'Sign in to your account' and includes fields for 'Username/Email' and 'Password', both with error messages 'Username is required.' and 'Password is required.' respectively, and a 'SIGN IN' button. The third column is titled 'Currently studying with us?' and includes a 'SIGN IN' button.

5. At the **Homepage**, click this button to show the various sections

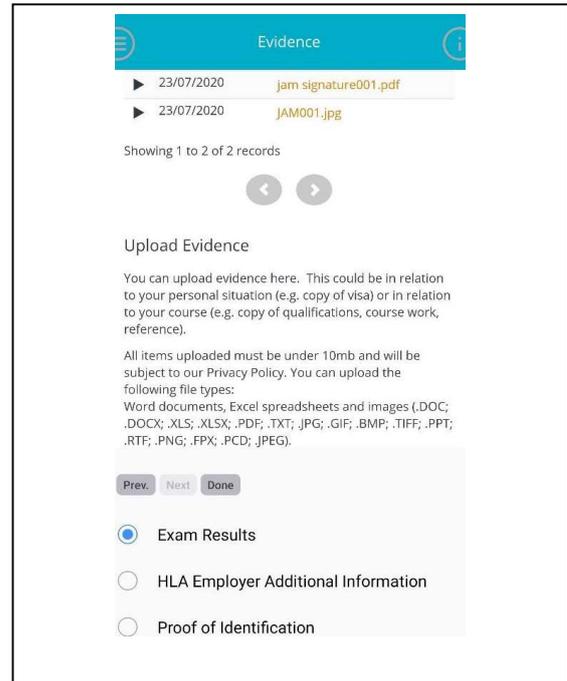
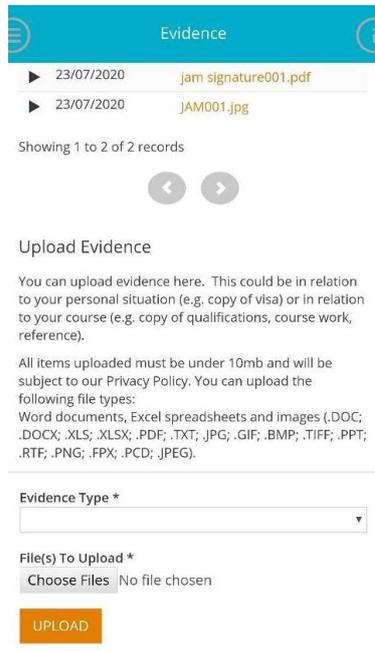
6. Click the **Evidence** link



The screenshot shows the SRC application portal homepage. The top navigation bar is blue and contains the SRC logo, a 'Homepage' button, and a 'Personal Details' button. The main content area is divided into two sections: 'Welcome' and 'Application Progress'. The 'Welcome' section contains a message about finding information about applications and enrolments, and a link to 'admissions@src.ac.uk'. The 'Application Progress' section shows 'SCIENCE IN COMPUTING Level 5 Foundation Degree Higher Level Apprenticeship Portadown Campus Choice 1' and a green checkmark icon with the text 'Application Submitted'. On the right side, there is a vertical menu with the following items: 'Homepage', 'Personal Details', 'Further Details', 'Qualifications', 'Evidence' (highlighted with a purple bar), 'Data Protection', 'Enrolments', 'Emergency Contact', 'ILP', and 'My Attendance'.

7. Click and choose the **evidence type** from the drop down list, e.g. *Fees Remission Evidence*

8. Then click the **Done** button

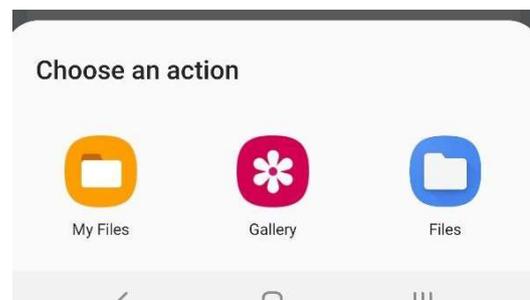


9. Now click the **Choose Files** button, and locate the photos taken

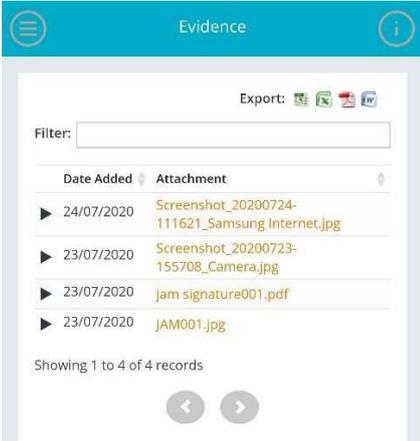


Note that only one photo can be uploaded at a time and uploaded files cannot be deleted by applicants.

10. Choosing **Gallery** (or *Photos/ Recent Photos depending on device*) is the simplest way to locate photo for uploading



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<p>11. When photo name is shown click the <b>Upload</b> button</p>	
<p>12. Uploaded files will appear at the list at the top of the screen</p>	

**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.