



## How to use the apply for courses using the Common Application Process

➤ Log on to [www.help4teens.co.uk](http://www.help4teens.co.uk)

➤ Enter the Area Prospectus link →



- You need to have an 'Unlock Code', which will be provided by your school and courses saved in 'My Courses' to be able to apply
- Click on 'My Courses' and tick the box of the course you wish to submit an application to
- If you have a few courses from the same provider you can tick them all to apply for all of the courses
- You can now complete your application form
- Save your application and come back to it another time by clicking the 'save' link
- You can submit your application form by clicking the 'next' link
- Check on the progress of an application by using the 'My courses' link. From here you can also e-mail the provider, they can e-mail you or you can contact a Connexions Personal Adviser

For any further help or information please e-mail  
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