

Bournside School Applicaa Admissions+ User Guide

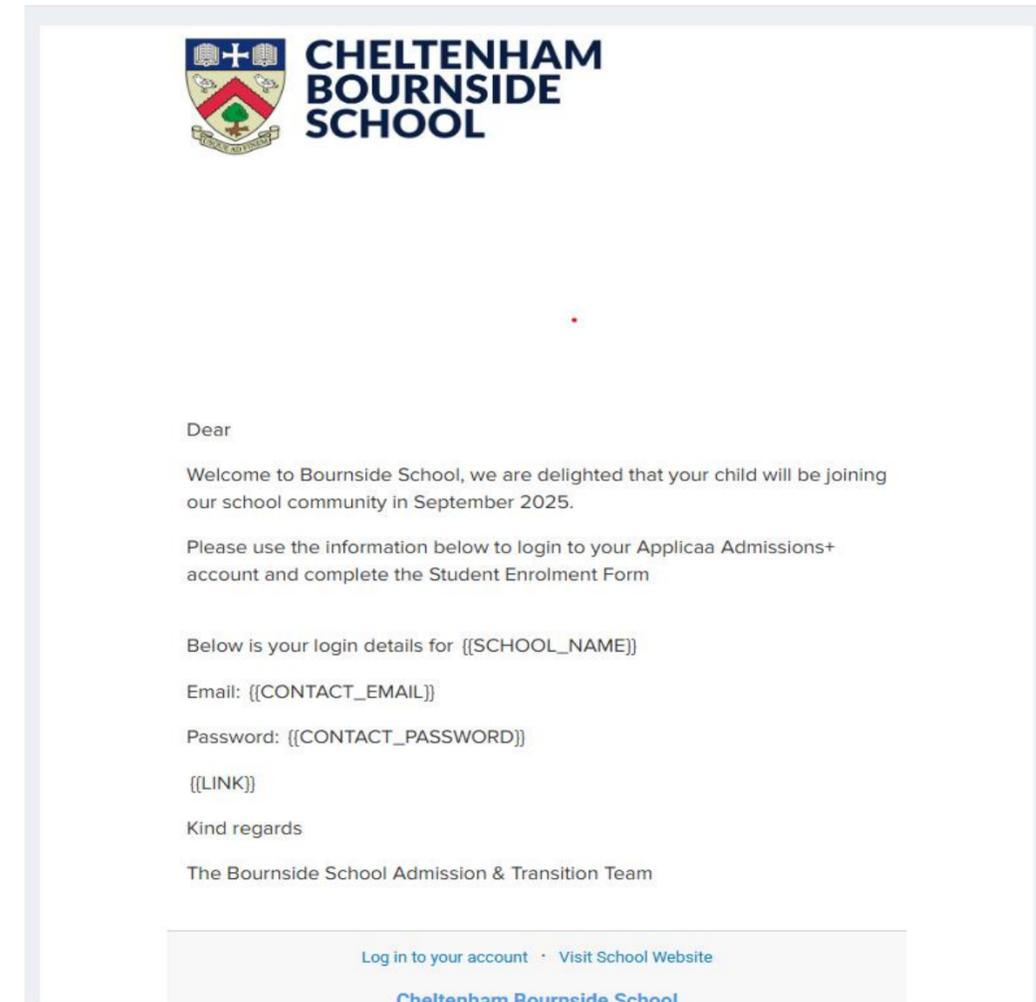


**CHELTENHAM
BOURNSIDE
SCHOOL**

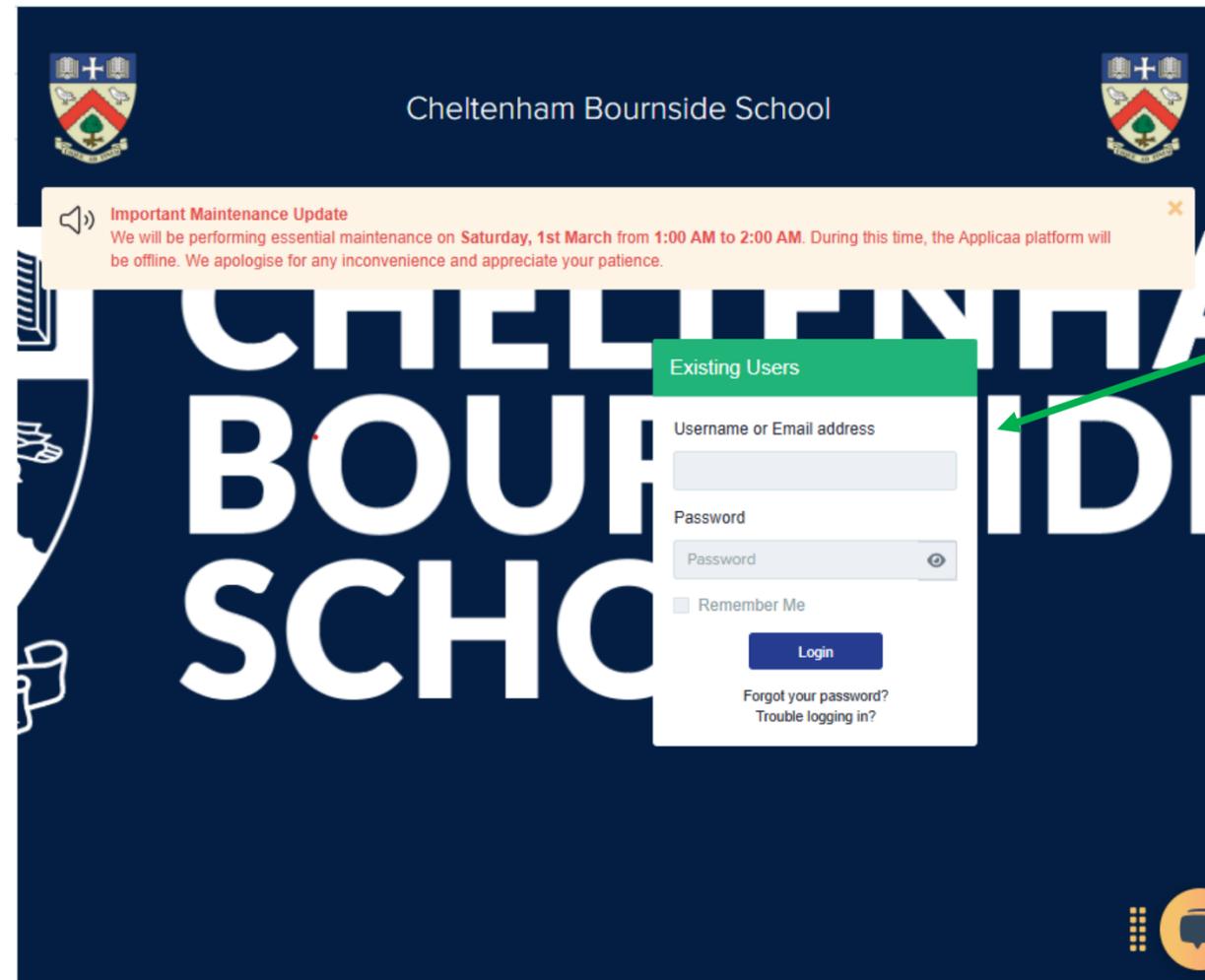
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Inspiring lives through learning

How to set up your account

- You will receive an email, sent to the email address you provided Gloucestershire County Council, with your temporary password.
- Click the link in the email to access the Bournside School Student Enrolment Form.



How to set up your account



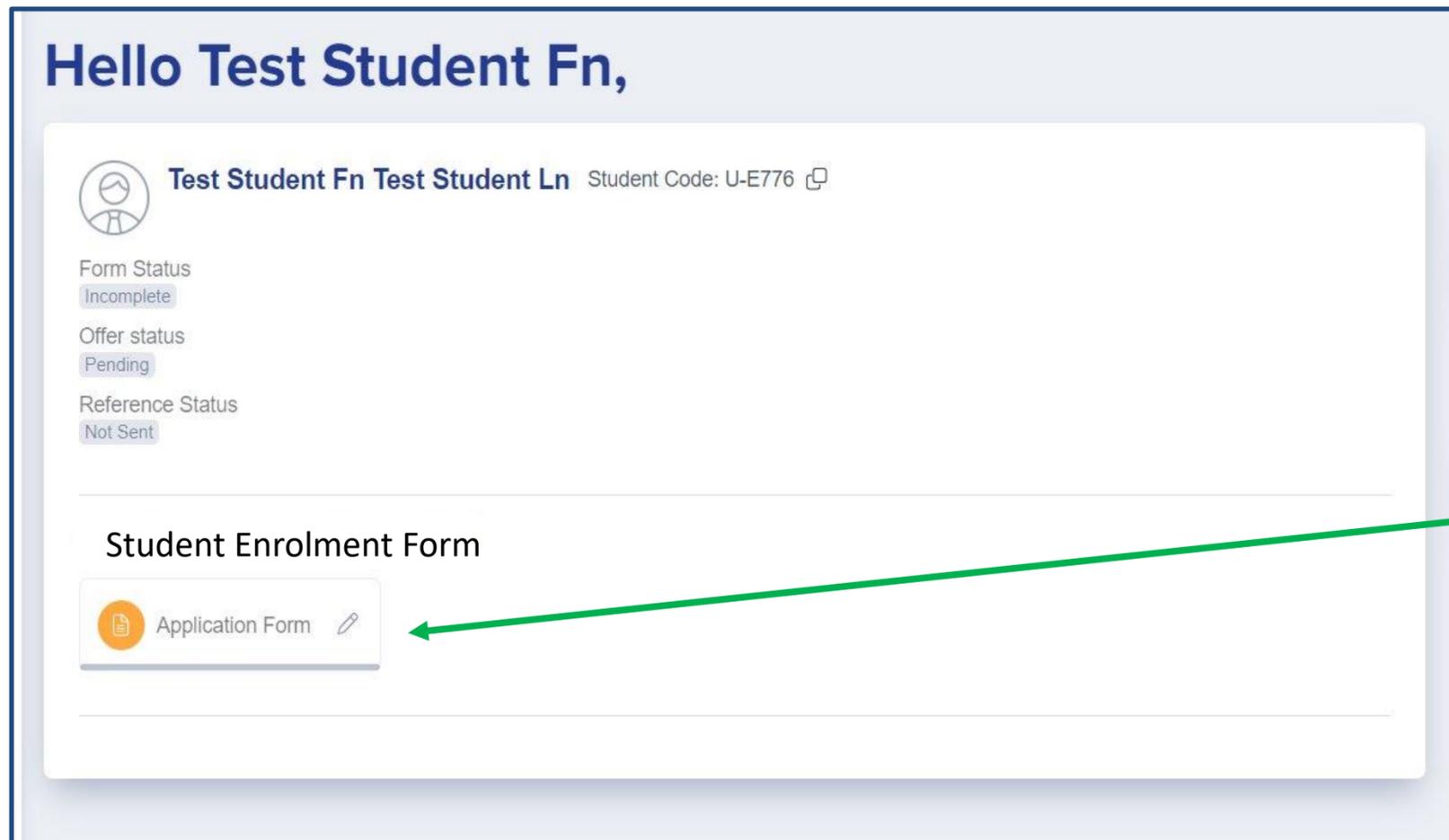
- Add your email address and temporary password into the 'Existing Users' box

Change your password

The screenshot shows the Cheltenham Bournside School and Sixth Form application portal. A 'First Time Login' modal is open, prompting the user to create a new password. The modal includes two input fields for 'Create a password' and 'Confirm Password', and a list of password requirements: at least 8 characters long, one lowercase character, one uppercase character, and one number. The background shows a user profile for Chantelle Alvarez and various application status indicators.

- You will be asked to change your password before you can continue with the Student Enrolment Form
- Make a note of your password as you will need this every time you access your account
- Please also read and accept the Bournside School Privacy Policy

Start your Student Enrolment Form



Hello Test Student Fn,

Test Student Fn Test Student Ln Student Code: U-E776

Form Status
Incomplete

Offer status
Pending

Reference Status
Not Sent

Student Enrolment Form

Application Form

- Once you are logged into your account you will see a welcome message and the Student Enrolment Form icon on your homepage.
- Click the Student Enrolment Form and begin completing each section

Student Enrolment Form

- You can now start to complete the Student Enrolment Form.
- You don't have to complete the form all in one go. Remember to press 'save' at the end of each section to avoid losing any information.

The screenshot displays the 'Student Basic Details' section of the enrolment form. At the top, there are five tabs: 'Step 1 Student Basic Details', 'Step 2 Agreement', 'Step 3 Additional Information', 'Step 4 Education', and 'Step 5 Courses'. The 'Step 1' tab is active and highlighted with a blue bar. Below the tabs, the section is titled 'Ethnicity and Background Information'. It contains several dropdown menus for selection: 'Ethnicity', 'Ethnicity Source', 'First Language', 'First Language Source', 'Home Language', 'Religion', 'Service Child Source', 'Country Of Birth', 'Nationality', and 'Resident Uk Last 3yrs'. Each dropdown menu has a small blue arrow icon on the right side. The form is presented in a clean, modern style with a light blue and white color scheme.

Application confirmation

When you have successfully completed all sections of the form you will receive a confirmation email.

If you have any questions about the Student Enrolment Form, please get in touch. We're here to help
transition@bournside.gloucs.sch.uk



Dear

Thank you for registering your parent account with {{SCHOOL_NAME}}'s Online Student Enrolment Form.

Your profile has been created successfully.

Please confirm your email address by clicking on the following link:

{{URL}}

Once your email has been validated, you can continue your child's Student Enrolment Form.

Please note, you will now need to login as a registered parent.

We will continue to keep you updated via our Transition Bulletin so please access the school website for further information.

Best wishes,

{{SCHOOL_NAME}}