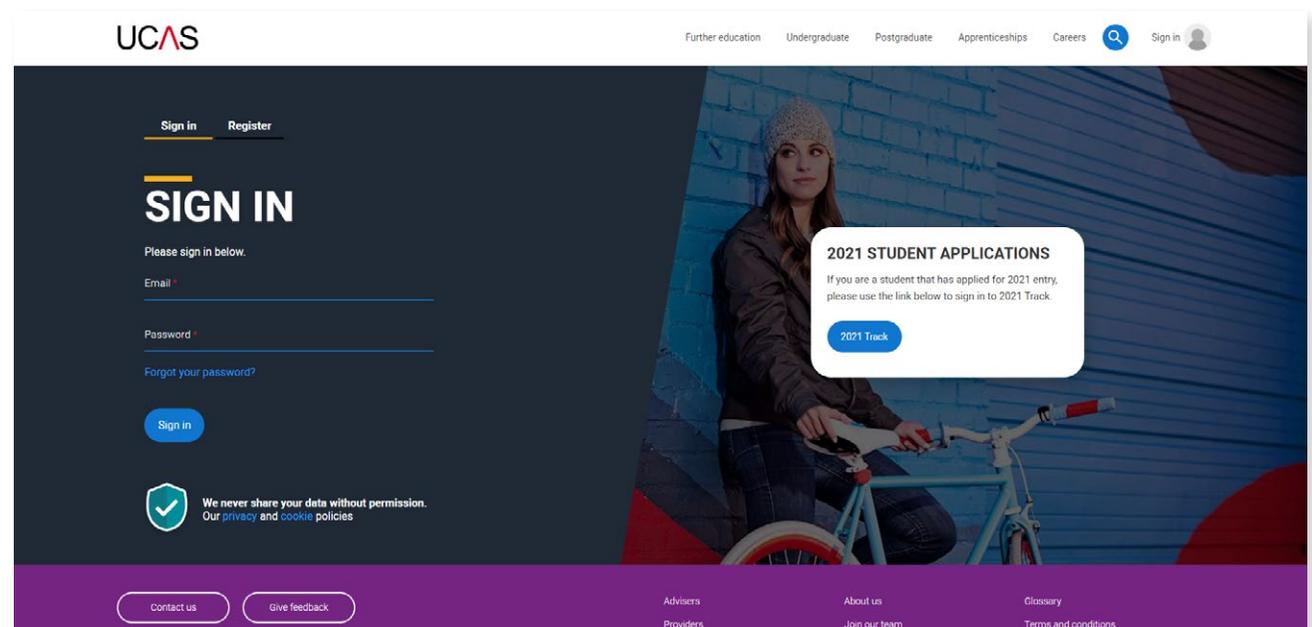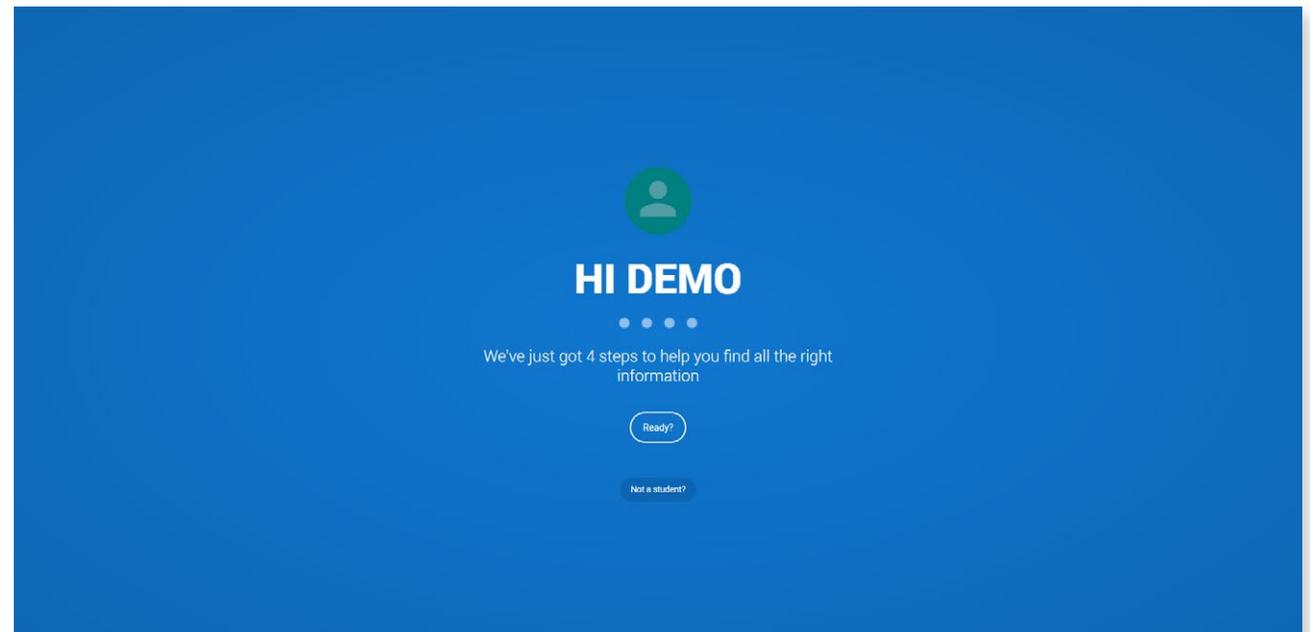# PROVIDER PAGES

SPECIFICATIONS

UCAS

HOW TO FIND PROVIDER PAGES

1. **Login to UCAS** using your account information. If you don't have an account, you can register using the same page.

HOW TO FIND PROVIDER PAGES

2. If you are already associated with your institution skip to step 4. If you are **not** associated with your institution through any means (e.g. given permissions to access your institutions account) You will be taken to the page shown below, when hitting this click the button "not a student?".

HOW TO FIND PROVIDER PAGES

3. Upon hitting the **page below,** scroll down to where it says 'If you are a HE provider' and click the button 'go to my dashboard'.

HOW TO FIND PROVIDER PAGES

4. Upon landing on the **providers homepage** look for the quick link 'Manage users, marketing and report access >'. If the highlighted link below **doesn't appear for you**, this means you don't have the relevant permissions and will need to read on from step 5.
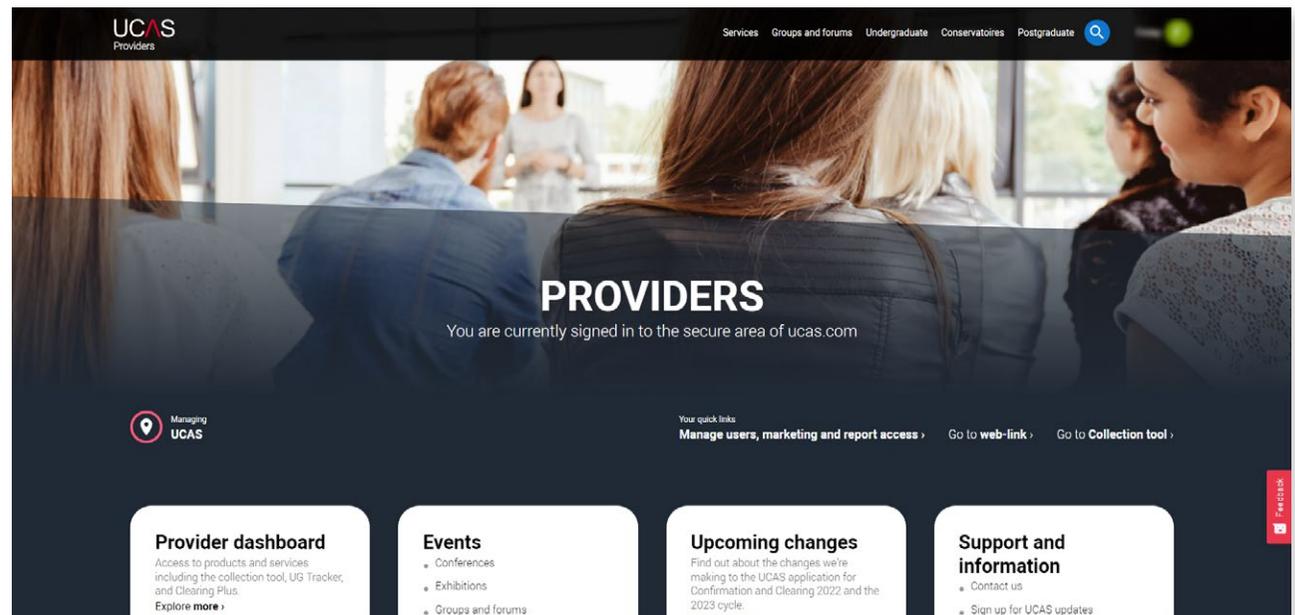
HOW TO FIND PROVIDER PAGES

5. To give colleagues permission to update your provider page on ucas.com, select 'user management'. **You must be an admin at your institution in order to see and access this tab**.

HOW TO FIND PROVIDER PAGES

6. When accessing 'user management' you can give someone permissions by entering their email address and clicking the **'marketing'** permission **OR** if they already have an account simply tick the relevant permission as shown below. You can search for them using the search bar.
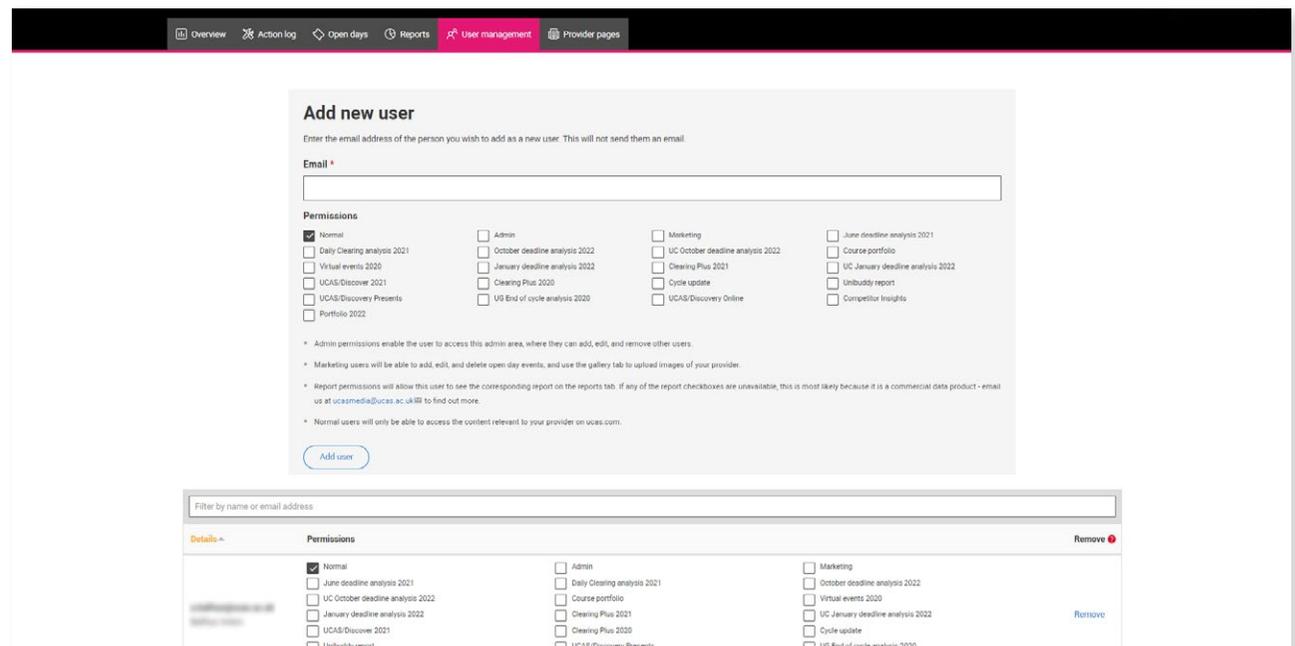
HOW TO FIND PROVIDER PAGES

7. Users with the relevant permissions will then be able to see the provider pages tab and all the relevant fields.

BEST PRACTICE

Specs

▶ All fields marked with an * are mandatory

▶ Fields that are not mandatory, will be blank on your student facing page until you have added and saved content

▶ Your main address will be automatically pulled through from our CRM, if you wish to display a different address, please update it using the address fields.

▶ Within any text boxes you have the ability to:
  – make text bold
  – use line breaks
  – use bullet points

▶ The pages are split into the following sections:
  – Core information
  – About us
  – Stats
  – Student life
  – Courses information
  – Apprenticeships

▶ No URLs to be included within the text.

Core Information

▶ Country

▶ Address 1*

▶ Address 2

▶ Town/City*

▶ County

▶ Postcode*

▶ Website URL

▶ Contact email address

▶ Telephone number

▶ Location tags (Tick only those that apply to your main location):
  – Seaside
  – Town
  – City
  – Rural

  Any that don't apply to you main location will be removed.

▶ Banner Image (for course and provider page)
  – Files must be less than **5MB (png, jpg, jpeg)**.
  – Images must be at least **1920x420 pixels**.

▶ Tile images (for course tiles)
  – Files must be less than **5MB (png, jpg, jpeg)**.
  – Images must be at least **700x700 pixels**.
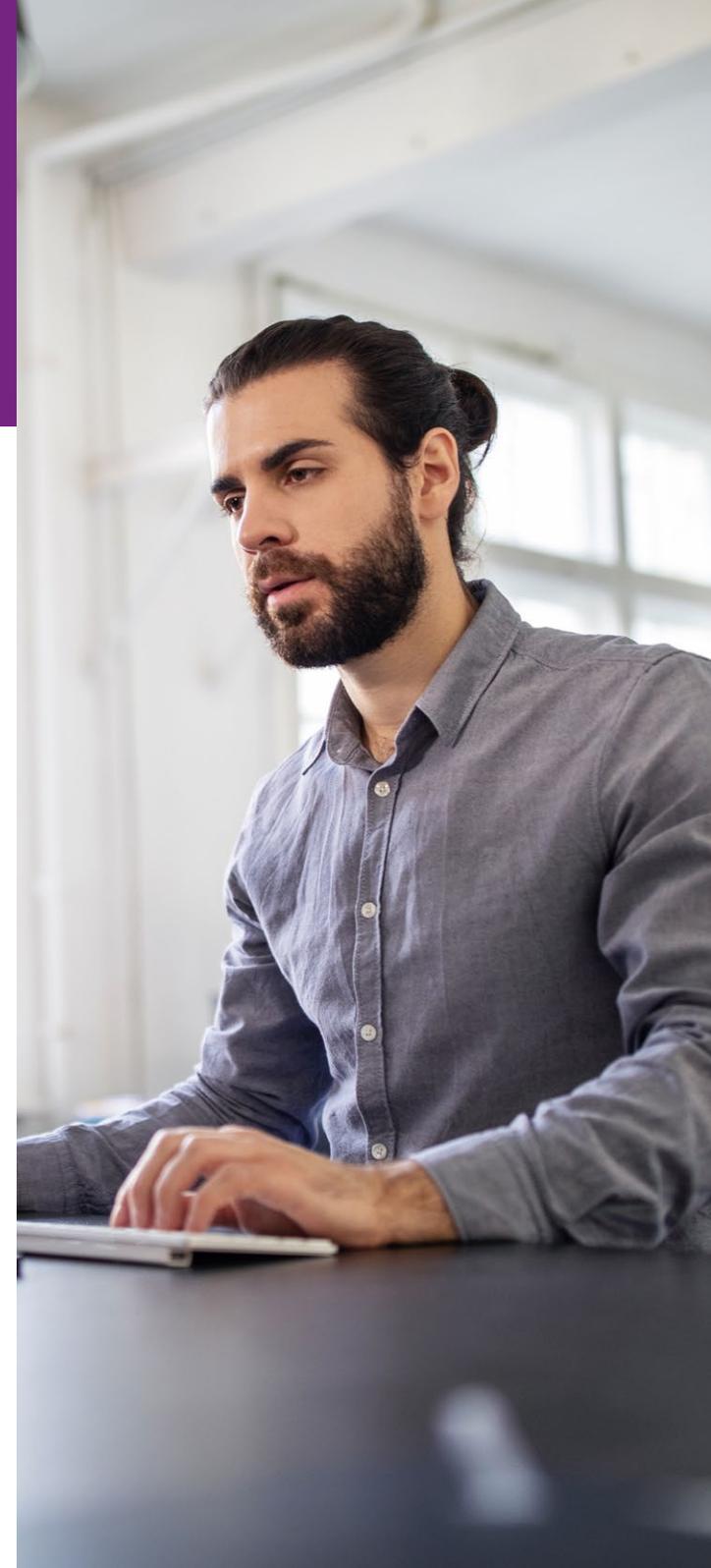
BEST PRACTICE

About us

▶ Summary: **1000 characters**

  – This section is for you to articulate broadly what your provider offers. This is the first text that students see, so will need to communicate your proposition clearly and concisely to keep them reading.

▶ Intro message: **1000 characters**

  – This is the "What makes us different" section. Articulate what makes you different from your fellow providers, what do you offer that others don't? What do you specialise in?

▶ Promotional video (**1 video** – either YouTube link or own file upload **limited to 200mb**)

  – You only get one promotional video to sell your university. Students love authentic content by students currently studying at your institution, so we advise that your content is focussed on student life and gets the student excited about studying with you.

  – You can either upload your own video directly to UCAS or link to a video on YouTube.

▶ Image gallery **(Up to 10)**

  – Files must be less than **2 MB (png, gif, jpg, jpeg)**.

  – Images must be at least **940x529 pixels**. Images larger than **3000x1500 pixels** will be resized.

  – Again, focus on what the experience is like at your institution. Help students understand what it's like to study with you and what life is really like. Images will be the most powerful way you can portray your institution.

▶ Gallery quote

  – You can have a quote from a current or previous student, famous alumni or even academics, whatever you think will inspire students to come to your institution.

  – Name (only first) of the individual

  – Quote

  – Job title/course

▶ We will also automatically add information about campus locations (taken from published courses) and links to accommodation information for those that subscribe to the UCAS service.

BEST PRACTICE

Stats

You can't edit this section. If there are HESA stats available for your provider they will display here.

Student life

▶ You'll have **1056 characters** to pitch what life is like at your provider in words we would recommend focus on:

- – clubs & societies
- – accommodation
- – Your Student's union
- – city life
- – what students say they love about studying at your institution

▶ If you subscribe to the Unibuddy on UCAS service you will get a further call to action on this page.

Courses information

▶ Courses intro: **1000 Characters**

- – Space for you to talk about what courses you offer, which ones you specialise in and types of study that you offer to accommodate students.

Apprenticeships

▶ Apprenticeship intro: **1000 characters**

- – An opportunity to talk about any apprenticeship courses that you offer and any employers that you are working with. This is a great opportunity to set yourself apart from other providers.

Seeing your page

▶ You can view your page at **https://www.ucas. com/explore/unis OR** by click the banner that appears when you save any content (example below).
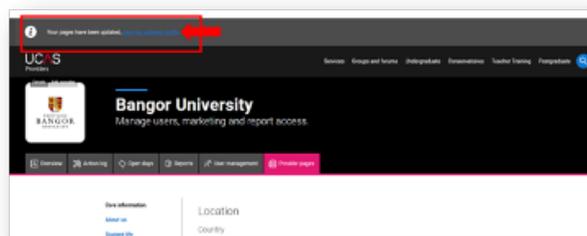
Feedback

Should you wish to provide feedback about any issues that you find or any changes you think we should make, please use the pink feedback tab on the right-hand side of the page.

Trouble accessing or uploading anything?

You can email our Data Collection Team on: **coursesdata@ucas.ac.uk**.

Or call them on: 01242 544864

Prohibited

▶ URLs/Links within text