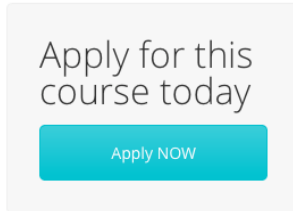# HOW TO APPLY ONLINE

From the College website (www.pembrokeshire.ac.uk) browse to the course you want to apply for

Click on the **Apply NOW** button

Apply for this course today

Apply NOW

You will be taken to the ebs: ontrack login page

Create an Account
You will be able to access this account from home once created, so if you don't have all the information on you at the moment, just complete as much as you can ☺

#makeithappen

COLEG Sir Benfro Pembrokeshire COLLEGE

Username
Password
LOGIN
Create an Account

TRIBAL

Complete the **Register page**

If the email address has already been used to create an account you will need to create a new one.

Please **DO NOT** use your School email address to create an account.

Password needs to be at least 9 characters, combining upper & lower case and at least 1 number.

Close the Success box and start entering your **Personal Details**

CONTINUE and enter **Further Details**
- In the school field, start typing the name of the school to speed the search
- If you were educated in England or overseas select Alternative Education Service
- If you do not have a medical condition which could effect your studies please type - NONE

CONTINUE and complete **Qualifications**

This is for both qualifications you have achieved and the ones you are studying.

Add each Subject, Qualification, Predicted/Actual Grade and Year Achieved

CONTINUE to **Evidence**
Here you can upload evidence to support your application, like school report, portfolio of work, medical statement or Personal Statement.
THIS CAN BE DONE AT A LATER IF YOU PREFER

CONTINUE to **Personal Statement**
If you want to think about this and write something later, just type – Will upload later or give a brief overview and a note on the end saying you will expand late ☺

For AS-level courses you will now CONTINUE to **A-Level Options** here you enter one or multiple AS-levels. Use the Timetable and enter the subject codes.
Only one subject from each block.

CONTINUE to **Declaration**
Please read the Privacy Notice and tick
I Agree *

CONTINUE to **Review**
If you are happy with the information, click SUBMIT APPLICATION or EDIT
Remember you can edit this from home

PLEASE LOG OUT
(TOP RIGHT)

To login later you need your **USERNAME** this is emailed to you when you create your account.