



Norfolk County Council

[www.helpyouchoose.org](http://www.helpyouchoose.org)

# Using Help You Choose

Norfolk's careers information and post-16 opportunities website  
and online applications system for young people





# How to register on Help You Choose

Go to [www.helpyouchoose.org](http://www.helpyouchoose.org) and click on register at the top of the homepage.

1.

HelpYouChoose  
Your future, your choice

Log In Advisers Parents Feedback Help

Home Info & Advice Courses Apprenticeships Events SEND Volunteering Register

Choose an area

## Welcome to Help You Choose

The information, advice and careers guidance website for young people in Norfolk

I'm in Year 8/9 I'm in Year 10 I'm in Year 11 I'm aged 16-19 View All

On Track for September 2020

JOB

Fill out each section on the online form.

2.

HelpYouChoose  
Your future, your choice

Log In Advisers Parents Feedback Help

Home Info & Advice Courses Apprenticeships Events SEND Volunteering Register

Choose an area

## Register

Please tell us about yourself, so we can check you're a young person in Norfolk. If you live outside of Norfolk but want to make applications to sixth forms and colleges in Norfolk you can continue as a guest.

If you're having problems registering for an account please contact our helpdesk on 0344 800 8022 or email [helpdesk@helpyouchoose.org](mailto:helpdesk@helpyouchoose.org).

Please fill in all required fields:

Date of birth **REQUIRED** 1 Jan 2020

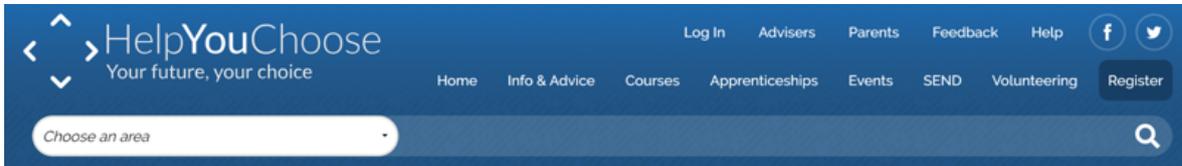
Firstname **REQUIRED**

Surname **REQUIRED**

School **REQUIRED** Please select...

When you have added your information correctly you will see a message telling you that you will receive a validation email. You have up to 12 hours to click the link in the email, otherwise you will have to complete the registration process again.

3.



## Register

Now please choose the username and password you'll use to login to *help you choose*.

Make sure your username and password are easy for you to remember, but hard for other people to guess.

- Username must be 5 or more characters long and contain only letters, numbers and underscores ("\_.")
- Password must be 8 to 15 characters long and contain at least 1 number, and a mixture of uppercase and lowercase characters

Username REQUIRED

Password REQUIRED

Password Strength

Create a username and password following the onscreen instructions to ensure that they contain the right number of characters. If you have a name you prefer to be called by you can type this in the preferred name field. Choose a memorable question which you will remember so you can retrieve your username and password automatically.

## Trouble shooting

- > When entering your first name, make sure you put your full name. For example, if your name is Joanne, don't type in Jo as the system won't recognise you.
- > If you have a double barrelled surname make sure you enter both parts
- > If you do not receive your automated email during registration, check that you have typed your email address correctly
- > Still no email? – check your **Spam** or **Junk** folder
- > Make sure you have followed the instructions when entering your username and password
- > Your username and password are case sensitive, so remember where you have typed in capital letters

# > Using My Account

## 4.

The screenshot shows the Help You Choose website interface. The top navigation bar includes links for Courses in Basket, Logout, Advisers, Parents, Feedback, Help, and My Account. The My Account section is highlighted with a yellow arrow. Below the navigation bar, there is a search bar and a list of links: Welcome, Password & Security, Start My Application Form, Track My Applications, Apprenticeship Matching / Search, and My Career Plan. The main content area displays a welcome message: "Welcome to My Account, Sam." and a list of actions: Password & Security, Start My Application Form (highlighted with a yellow arrow), Track my Applications, Apprenticeship Matching / Search, and My Career Plan. The footer contains contact information for National Careers Service, Helpline, and Advisers & Teachers.

In **My Account** go to **Start My Application Form** and complete the pages **My Information**, **My Educational History** and **My Employment and Work Experience** with all your relevant details.

The information that you enter on these pages will be transferred to your application form when you make online applications.

## 5.

In **Track My Applications** you can access your partly finished applications, sent applications and accept or reject any offers that you may receive via the Help You Choose website.

The screenshot shows the Help You Choose website interface. The top navigation bar includes links for Courses in Basket, Logout, Advisers, Parents, Feedback, Help, and My Account. The Track My Applications button is highlighted with a yellow arrow. Below the navigation bar, there is a search bar and a list of links: Welcome, Password & Security, Start My Application Form, Track My Applications (highlighted with a yellow arrow), Apprenticeship Matching / Search, and My Career Plan. The main content area displays the "My Applications" section with a summary table:

In Progress	Sent	Withdrawn	Offers
2	0	0	0

Please find a list of applications you have in progress below. Your latest applications are displayed first.  
Any applications showing as "On Hold" will require an e-mail address to be entered before they can be submitted to providers.

<b>City College Norwich</b> Reference: #10040148 6 July 2020 at 03:46 PM	<b>Access Creative College</b> Reference: #00601147 6 July 2020 at 03:43 PM
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# > Search and apply on Help You Choose

You can search for courses in different ways:

## 6.



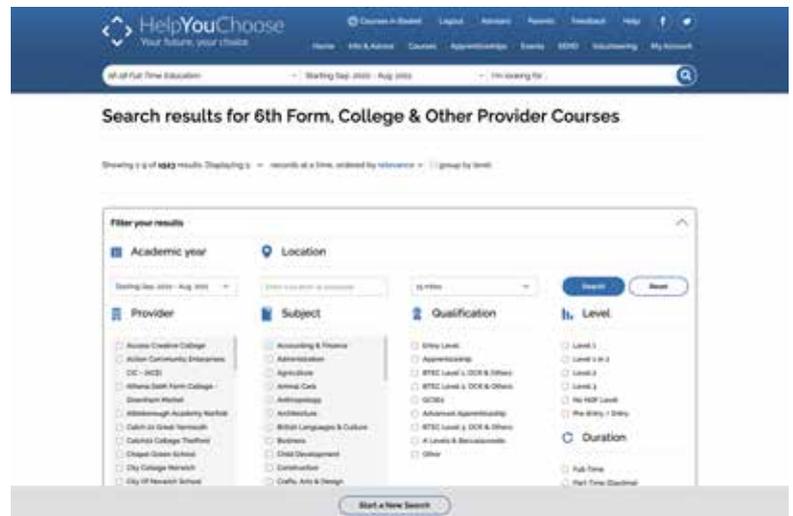
If you were searching for an English course in the Norwich area you could:

- Select **16-18 Full Time Education** from the dropdown navigation bar at the top of the homepage and type English in I'm looking for... and then use the filters to find courses in the Norwich area
- Select the **Courses** tab from the homepage and either:
  - Type English into I'm looking for ..., click **Search Courses** and then use filters to find courses in the Norwich area
  - Click on **6th Form/College/Other Provider** and select the ones you know are in your area

- Click on **Subject** and then filter your results by the provider you are interested in
- Click on **Town** and choose area (Central) that you are interested in
- Click on **Qualifications** and filter down to the subject and provider that you are interested in

As you find courses you like click the **Add to Application** button. When you are happy with your selection click the **Apply Now** button. If you have already completed the information sections in **My Account** this will pre-fill the application form for you.

## 7.



# 8.

When completing your application form include as many contact details as possible.

In the qualifications section don't forget to enter any exams that you have already taken or will be taking in Year 11. Enter your predicted grades for any exams you have yet to take.

Click [Check Application](#) to see a summary of your form. Read it through carefully to check there are no spelling mistakes or other errors before clicking on [Submit Application](#).

You'll get email messages when important points are reached in your application:

- When you send your application
- When the sixth form, college or other provider open the application
- When the sixth form, college or other provider begin to process your application

**Remember** different sixth form, colleges or other providers will not all reply as quickly as each other – if you are concerned about your application contact the provider you have applied to directly or call the **Help You Choose Helpdesk** on **0344 800 8022**

The screenshot shows the HelpYouChoose website interface. At the top, there is a navigation bar with the logo 'HelpYouChoose Your future, your choice' and various links: 'Courses in Basket', 'Logout', 'Advisers', 'Parents', 'Feedback', 'Help', and social media icons for Facebook and Twitter. Below the navigation bar is a search bar with the placeholder text 'Choose an area' and a magnifying glass icon. A secondary navigation bar contains links: 'Home', 'Info & Advice', 'Courses', 'Apprenticeships', 'Events', 'SEND', 'Volunteering', and 'My Account'. Below this is another set of links: 'Welcome', 'Password & Security', 'Start My Application Form', 'Track My Applications', 'Apprenticeship Matching / Search', and 'My Career Plan'. The main content area is titled 'Personal Details' and contains a form with the following fields:

Firstname <b>REQUIRED</b>	<input type="text" value="Samantha"/>
Surname <b>REQUIRED</b>	<input type="text" value="Fox"/>
Middle Names	<input type="text"/>
Preferred Name	<input type="text" value="Sam"/>

A vertical red button labeled 'Apply Now' is visible on the right side of the page.



# Apprenticeship Matching on Help You Choose

Go to My Account and select Apprenticeship Matching/Search

## 9.

Select the locations on the map that you can travel to.

Make your vacancy choices by clicking on the **downward arrow** at the end of each vacancy category.

You can then either select **All vacancies in this category** or just specific vacancies within that category.

You can also specify your preferred job choice at the bottom of the page.

Click on **Save and continue** to review your selections and then **Save Choices** to save your preferences.

When Help You Choose receives a vacancy matching your selections you will be sent an email letting you know that there is a vacancy that you may be interested in.

[Welcome](#) | [Password & Security](#) | [Start My Application Form](#) | [Track My Applications](#) | [Apprenticeship Matching / Search](#) | [My Career Plan](#)

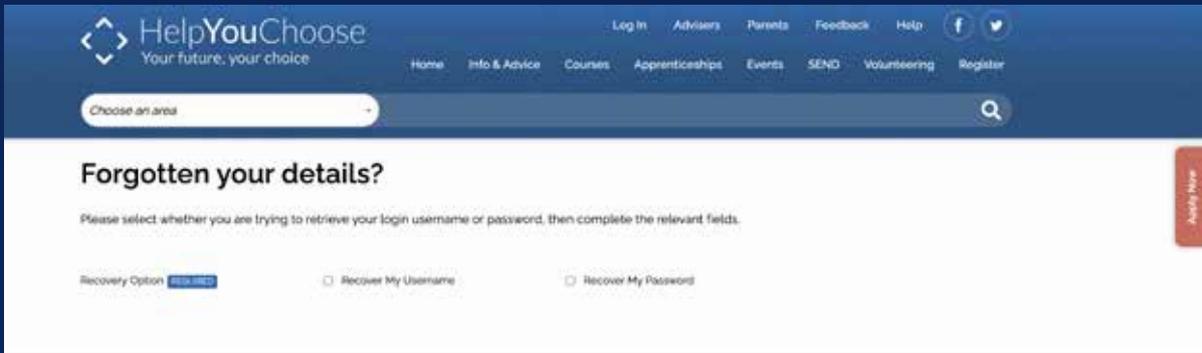
Apply Now

## Step 1 of 2: Where you can get to

To choose the towns you are interested in, first click an area of the map below to view the towns in that region. Any towns you have selected already will be listed on the right-hand side of this page.

# > Forgotten Login

Click on **Log In** and then **Forgot Your Login?** button. If you have forgotten both your username and password, recover your username first, followed by your password.



Click the recovery option **Recover My Username** and enter the email that you used at registration.

You will then be asked to answer a memorable question that you chose when setting up your account.

When you have answered the memorable question, you will receive an email with a link to retrieve your username.

In the same way that you recovered your username, you can also select **Recover My Password** to reset your password.

**If you cannot recover your username and password by email please contact the Help You Choose Helpdesk on 0344 800 8022.**