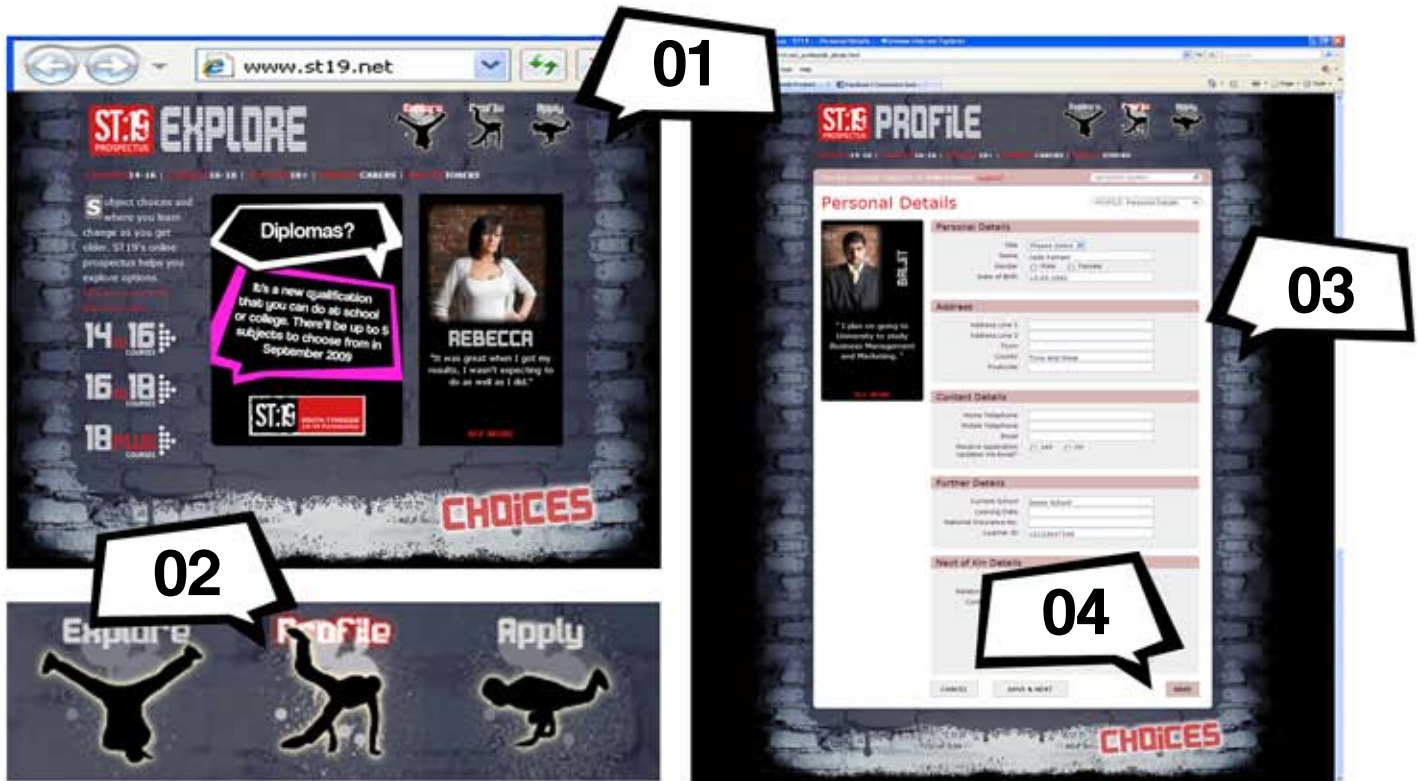
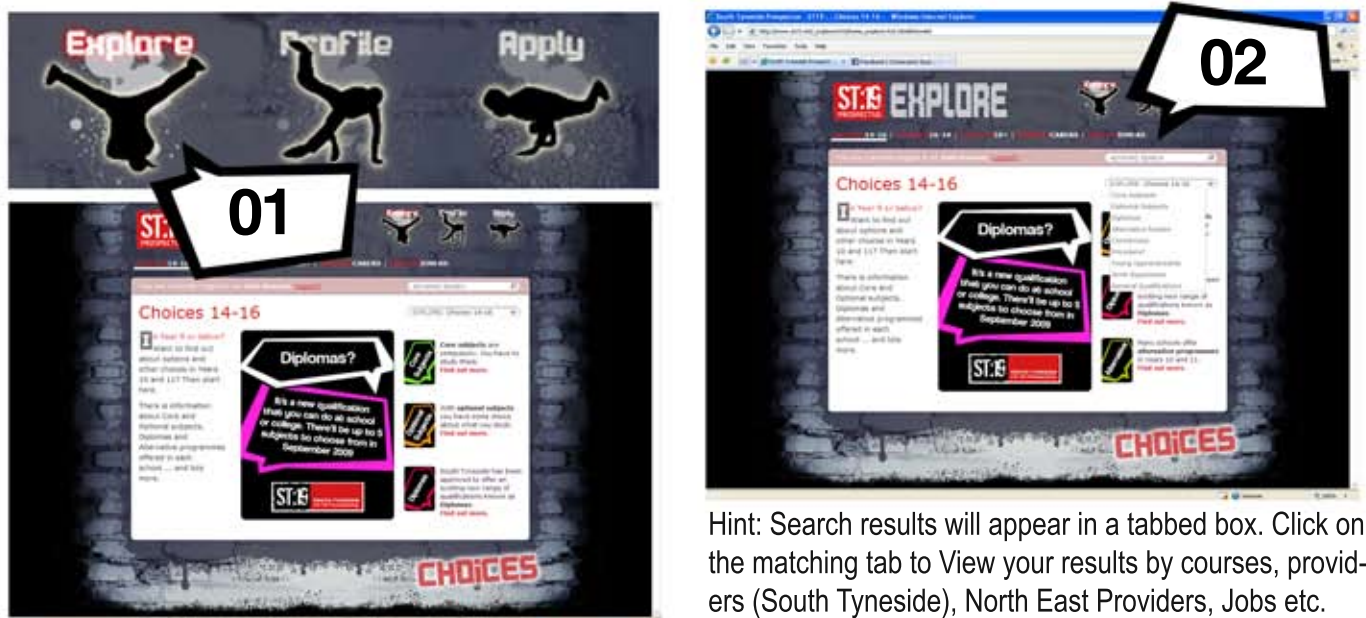


1. Search for WWW.ST19.NET the one stop site for information about Education, employment and training opportunities in South Tyneside.
2. Click on the Profile button
3. login and edit your details starting with personal details.
4. Remember to save your progress at the bottom of each page!



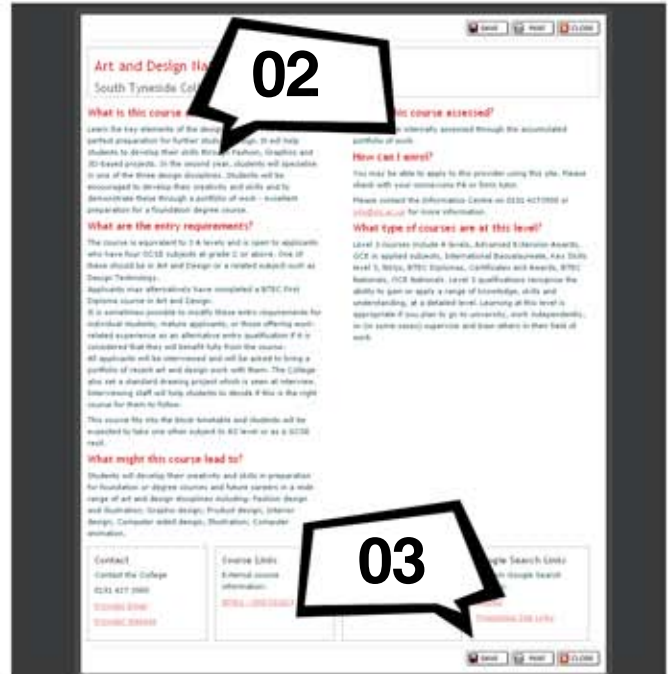
Search for courses

1. Click the Explore Button to search for courses.
2. First you have to select which age group you would like to look at. Then you can search for courses and information by:
 - Keyword search- search for courses, qualifications and providers by typing in a keyword.
 - Dropdown area search – search through areas of interest specific to your age.



Hint: Search results will appear in a tabbed box. Click on the matching tab to View your results by courses, providers (South Tyneside), North East Providers, Jobs etc.

1. When you find a course you like the sound of, just click on the link to open a description window.
2. This page is like any page you might find in a College or Uni prospectus and it contains all the information you need on the selected course.
3. Here you have 3 options. You can save the course to your profile, print out a copy if you wish, or close the window.

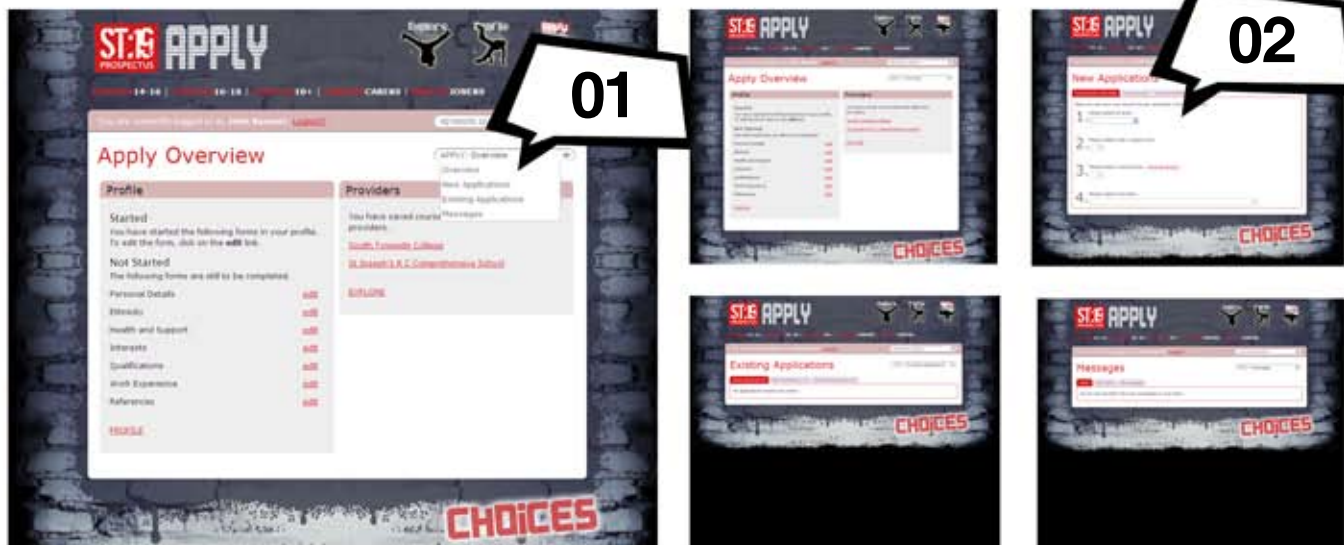


Saved Courses and Applying.

1. When you click save, a message will appear
2. When you have finished searching for courses, Click on the Apply button on the top right of the page.
3. This will take you to an overview of your activity showing the courses you have selected and information on the provider.

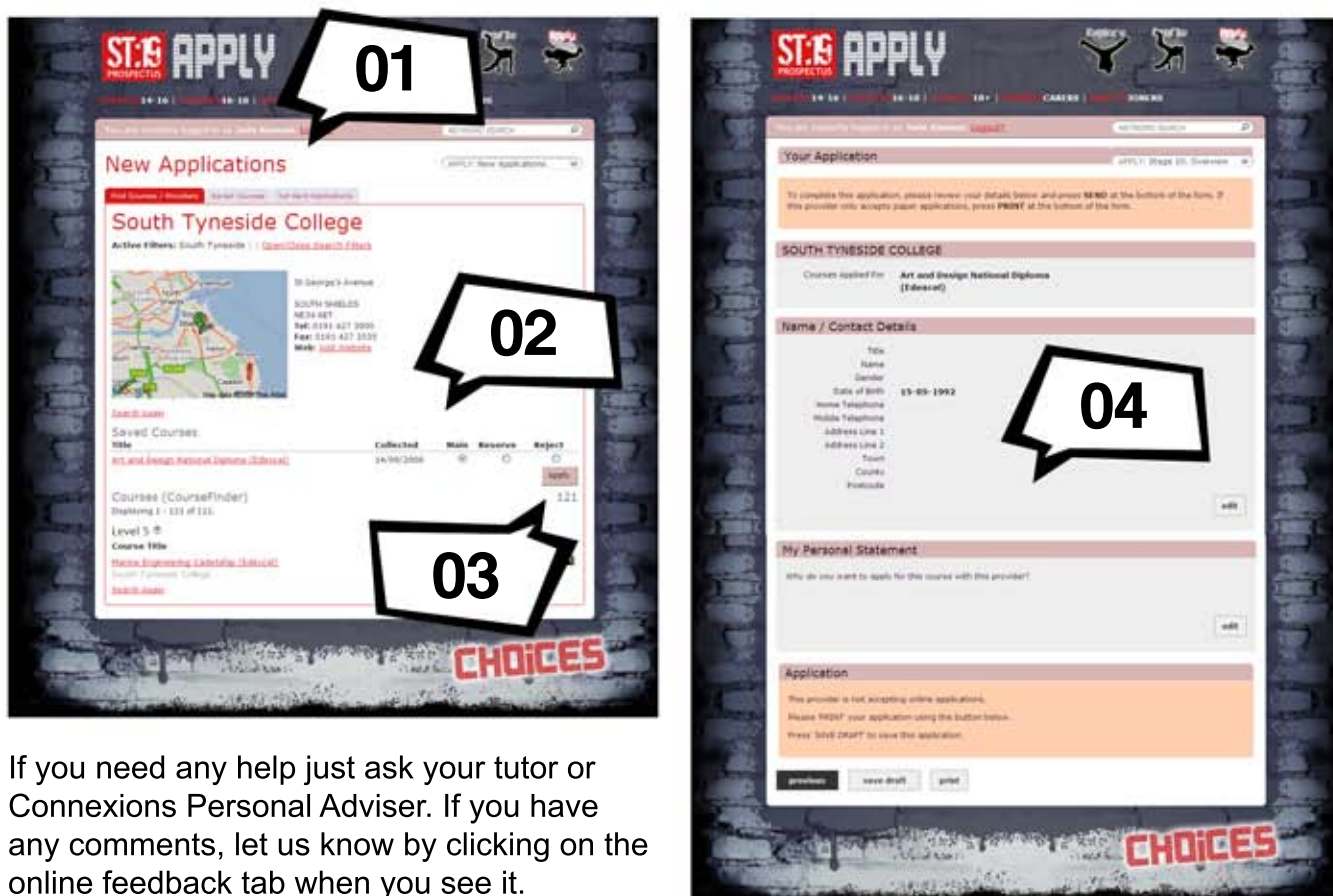


1. Use the Drop-down menu to view the different areas of the apply section.
2. You can see an overview of your applications, make a new application, see your current ones and see messages from Providers and Connexions Personal Advisers.



Sending an Application.

1. Clicking on one of the providers of your saved courses will reveal the course information with options to mark the course as your main or reserve option.
2. You can also reject the application and continue to search for other courses from that provider.
3. From this page you have the choice to apply to the selected courses.
4. You will now have a last chance to amend your profile details before you click apply.



If you need any help just ask your tutor or Connexions Personal Adviser. If you have any comments, let us know by clicking on the online feedback tab when you see it.