



## The Manchester College – New Applicant Portal

### Frequently Asked Questions

**Q. What is the new applicant portal for The Manchester College?**

The new online applicant portal accessed, through the College website [www.tmc.ac.uk](http://www.tmc.ac.uk), will simplify the process for applicants wanting to study at The Manchester College.

They will be able to create and access an online account, complete an application, track its progress and subsequently enrol. This means the entire application process will be much quicker and simpler.

For those who may still be unsure what they want to study, the system will allow them to apply for up to a maximum of three different choices in any one academic year.

**Q. Why is The Manchester College launching this new portal?**

The Manchester College continues to invest in its systems and procedures to make the process of making an application to the College as simple and easy as possible.

The new portal will offer prospective students a much more streamlined and efficient way to apply, review application offers and subsequently enrol at the College.

This is separate to any work being undertaken by the Greater Manchester Combined Authority regarding the launch of GMACS and any future plans around a common application process.



### Q. When will the new applicant portal be available?

The new applicant portal will be available from Monday 13 January 2020.

This means that from this date, anyone wishing to apply to the College for entry in September 2020, will need to register for an account to enable them to make an online application.

This is a simple and quick process and only requires the applicant to have an active email address, which they can use to set-up an account on the portal.

### Q. How will the new applicant portal affect new applicants?

Anyone visiting the College website (TMC.ac.uk) to apply for a place from 13 January 2020 onwards, will be directed into the new portal when they click 'apply' on a course of their choosing.

At this point they will be asked to create an account using an active email address.

Once they have applied, and depending on the requirements of the course, they will receive a conditional offer of a place at the College via the applicant portal. This will be based on them having achieved the required entry requirement grades for the level and subject they are interested in studying.

They will then be invited to select a date and time to attend an Application & Parent Information Evening, where they will secure and confirm their offer of a place.

They can also update their details and let us know if they wish to accept or decline their offer of place within the new applicant portal.



### Q. How will the new applicant portal impact people with an existing application?

As part of the rollout of the new system, we will need to create an account for all applicants who have applied since the beginning of September 2019 and migrate their current application to the new portal. We will be writing to these applicants in due course to explain the changes, how it will affect them and what actions that they need to take.

### Q. What should I do if an applicant has a problem making or updating an application on the new portal?

We will be setting up a 'hotline' to our Course Enquiry Team. Should applicants experience any issues with making or updating their new application in the portal this should be their first port of call.

### Q. Will there be any further developments, and can we provide feedback on the new portal?

We have a clear timeline around the launch of the new portal and have also developed a schedule of future improvements. During this schedule, future iterations of the portal will be developed. We would appreciate input and feedback, as we are keen to ensure that this new applications portal is as user friendly as possible. Please email this to: [feedback@tmc.ac.uk](mailto:feedback@tmc.ac.uk)