

User Guide for the School Links Portal

If your school requires an account, please email details to schools@nescol.ac.uk. North East Scotland College will then register your school as a user.

You will receive your username and password from the School Links contact in your school. Please keep these safe as you will need them to log in to use the School Links Portal. Please keep your given password, as it will assist the Schools Liaison Officer with any application queries.

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Applying for a School College Links Programme Course via the School Links Portal

Step 1: Select a course

Navigate to the School Links area on the North East Scotland College website: www.nescol.ac.uk/schools.

Under the *School College Links Programme* section you will see subject areas. Choose a subject area to view all courses within that area.

School College Links Programme

If you don't feel ready to leave school yet, don't worry, you can get the best of both worlds! Did you know that as a school pupil in the Senior Phase of Curriculum for Excellence, you can choose to study part-time at College and stay on at school for another year?

North East Scotland College has teamed up with Aberdeen City Council and Aberdeenshire Council to ensure that you can access a wide range of part-time College courses as part of your school timetable. These courses include City & Guilds Awards, National Certificates, Skills for Work Awards and Highers. You can also choose from a wide range of subjects, including:



**ART, DESIGN AND
PHOTOGRAPHY**

[VIEW COURSES](#)



**AUTOMOTIVE AND
CONSTRUCTION**

[VIEW COURSES](#)



**BUSINESS AND
MANAGEMENT**

[VIEW COURSES](#)



CARE

[VIEW COURSES](#)

Each course has a dedicated page where you will find all the relevant information about that particular course. Select a course to find out more about a specific course.

Within each course page there is an availability section (located at the bottom) where you will find information on which venue(s) the course will be held at, the day(s) and time(s) of the course, the duration and the course code. To start the online application process within the School Links Portal, click *Apply Online* next to the most appropriate option within the availability information.

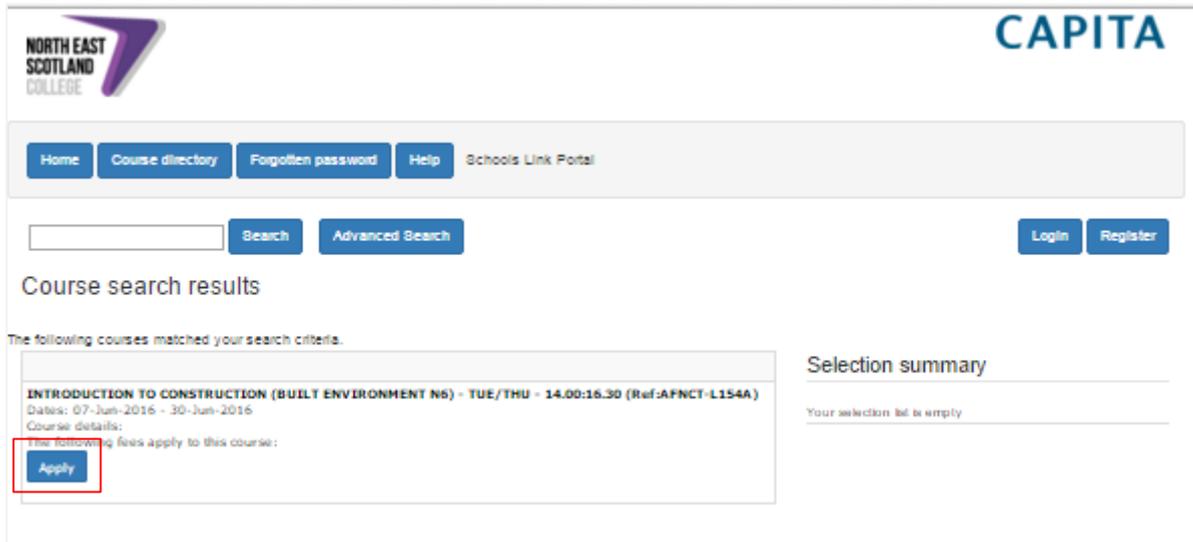
Availability

Aberdeen City Campus

STARTS	DURATION	DAY(S) AND TIME(S)	CODE	
6 June 2016	1 Year	Monday and Wednesday 2:00pm - 4:30pm	CANTG-L154A edit	Apply Online

The *Apply Online* button will take you to the selected course within the [School Links Portal](#).

To apply for the course, click *Apply*. You will then be asked to login to continue.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home Course directory Forgotten password Help Schools Link Portal

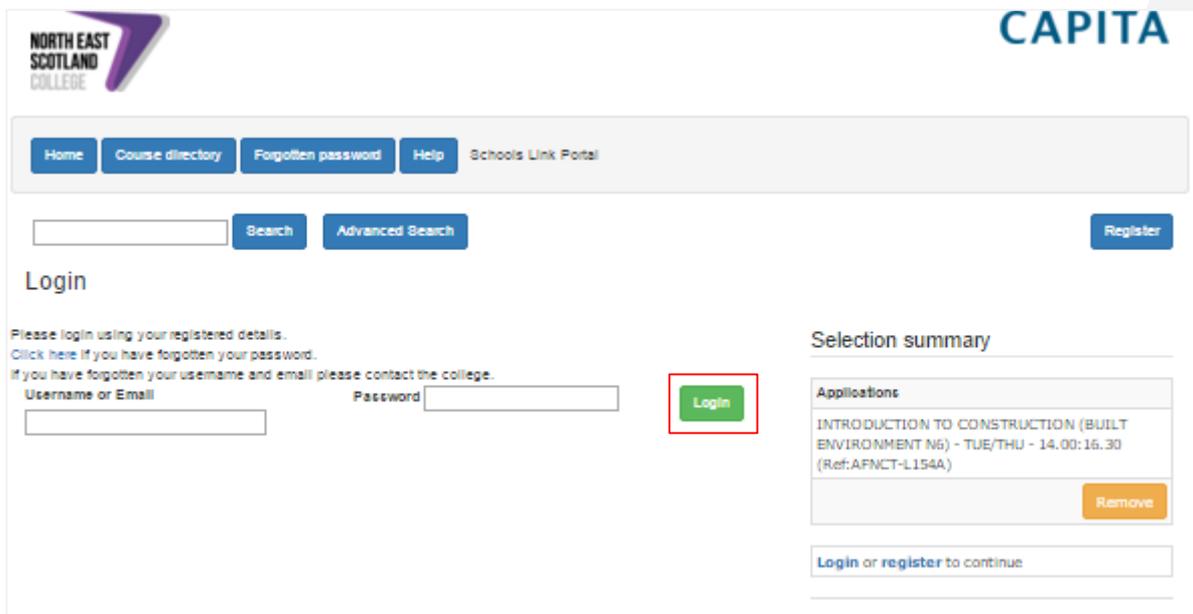
Search Advanced Search Login Register

Course search results

The following courses matched your search criteria.

<p>INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A) Dates: 07-Jun-2016 - 30-Jun-2016 Course details: The following fees apply to this course: Apply</p>	<h4>Selection summary</h4> <p>Your selection list is empty</p>
---	--

On the login page you will be asked to login using your username or email address and password. When you have entered your details, login using the green *login* button.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home Course directory Forgotten password Help Schools Link Portal

Search Advanced Search Register

Login

Please login using your registered details.
[Click here](#) if you have forgotten your password.
 If you have forgotten your username and email please contact the college.

Username or Email Password Login

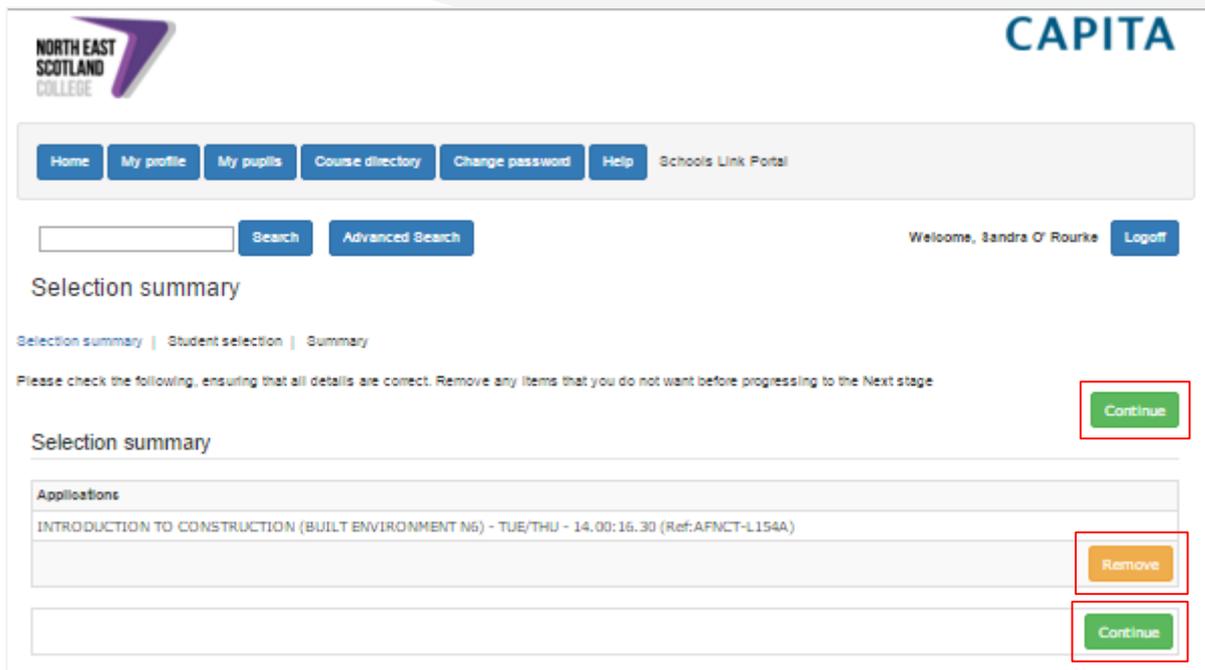
Selection summary

Applications
INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)
Remove

[Login](#) or [register](#) to continue

Once you have been logged in successfully you will be taken to the [Selection Summary](#) page. Check that this is the correct course you want to apply for and click either of the green *continue* buttons. You will then be taken to the [Student Selection](#) page.

If it is not the correct course then select the orange *remove* button and start again.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home My profile My pupils Course directory Change password Help Schools Link Portal

Search Advanced Search Welcomes, Sandra O'Rourke Logoff

Selection summary

Selection summary | Student selection | Summary

Please check the following, ensuring that all details are correct. Remove any Items that you do not want before progressing to the Next stage

Selection summary

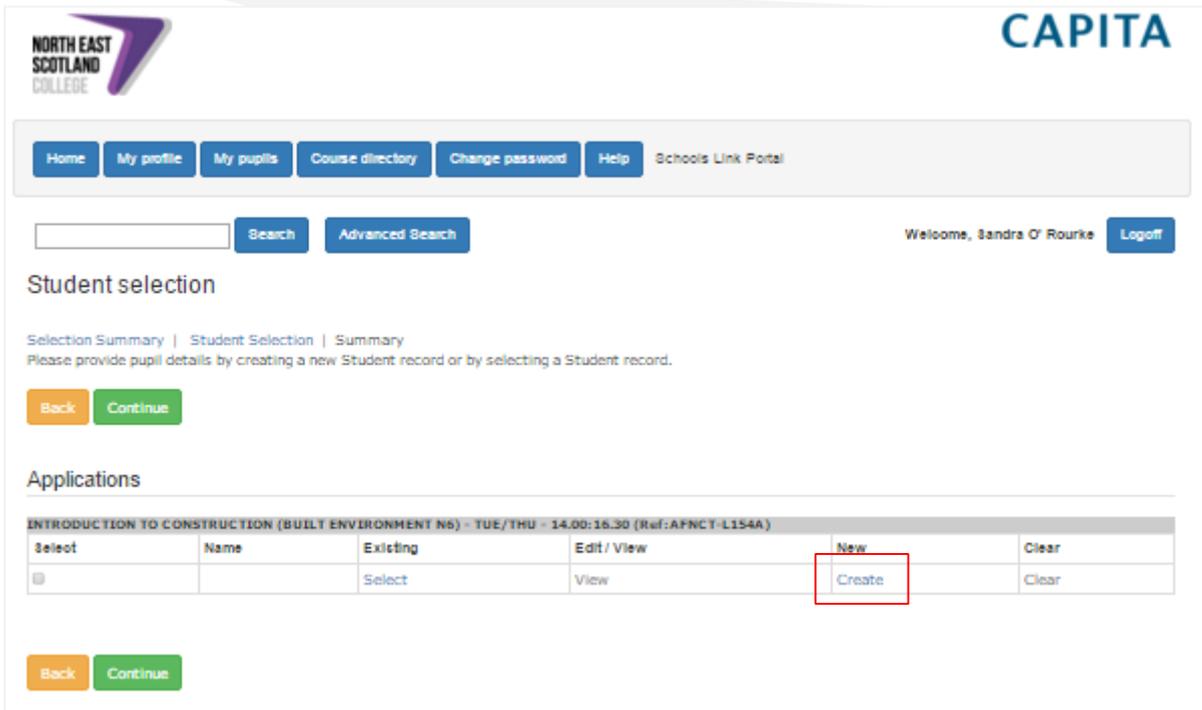
Applications	
INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFMCT-L154A)	Remove
	Continue

NOTE: Each page of the application will time out after 20 minutes.

NOTE: When using the School Links Portal please use the supplied remove or back buttons. Try not to use the browsers back buttons (usually in the top left hand corner of your computer screen) as this will alter information you see on screen.

Step 2: Pupils

If this is an application for a new pupil, not already on the system, click *create* on the [Student Selection](#) page. This will take you to the [Add Student](#) page.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home My profile My pupils Course directory Change password Help Schools Link Portal

Search Advanced Search Welcome, Sandra O'Rourke Logoff

Student selection

Selection Summary | Student Selection | Summary
Please provide pupil details by creating a new Student record or by selecting a Student record.

Back Continue

Applications

INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)					
Select	Name	Existing	Edit / View	New	Clear
<input type="checkbox"/>		Select	View	Create	Clear

Back Continue

Complete the form with the details of your pupil (the system will display these details in uppercase by default).

When adding a new pupil:

- The format for the pupils' date of birth should be DD MM YYYY (i.e. 06 Oct 1999).
- Scottish Candidate Number should always be nine digits.
- To enter the pupils' address, enter the home postcode and select the blue postcode lookup button. You will be given a list of addresses, pick the correct option and scroll down until you see the green proceed button.
- The School Year and Class fields are for reference i.e. S5 C or the school house name.
- Enter the Guidance Teachers name, for reference.
- Complete the 'Pupils' Statement' area with the reason that the pupil has applied for this course.

NOTE: If the pupil is applying for two different courses, there is another area on the [Questions](#) page for a second statement to be inserted.

[Home](#)
[My profile](#)
[My pupils](#)
[Course directory](#)
[Change password](#)
[Help](#)
[Schools Link Portal](#)

[Search](#)
[Advanced Search](#)

Welcome, Liz Prosser [Logout](#)

Add Student

This page allows you to add a new student.

Forenames*	<input type="text" value="PAUL"/>	
Surname*	<input type="text" value="SMITH"/>	
Title*	<input type="text" value="Mr"/>	
Gender*	<input type="text" value="Male"/>	
Date of birth*	<input type="text" value="06"/> <input type="text" value="Oct"/> <input type="text" value="1999"/>	
Scottish candidate number*	<input type="text" value="079834567"/>	
Post code*	<input type="text" value="AB25 1BN"/>	
	Postcode lookup	
Current address*	<input type="text" value="MAIN STREET ABERDEEN"/>	
School year and class	<input type="text" value="S5C"/>	E.g.: S5
Name of Guidance Tutor	<input type="text" value="MRS ANN JONES"/>	
Emergency Contact Details		
Relationship*	<input type="text" value="Mother"/>	
Name*	<input type="text" value="JANE SMITH"/>	
Telephone*	<input type="text" value="01224 987654"/>	
Language and nationality		
What is the pupil's first language?*	<input type="text" value="English"/>	
Other language not specified above	<input type="text"/>	
What is the pupil's country of origin?*	<input type="text" value="7826 - Scotland"/>	
Pupil Statement		
939 characters remaining.		
<input type="text" value="I would like to do this course because I am interested in..."/>		
	Back	Submit

Selection summary

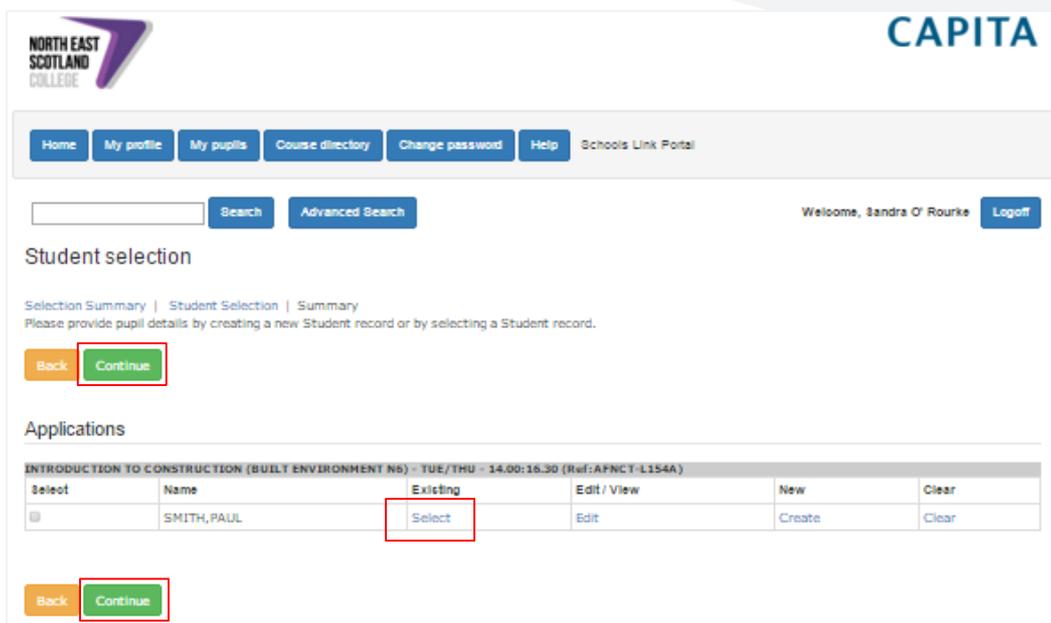
Applications
SKILLS FOR WORK MARITIME (NS) - FRI - 09.15:14.45 (Ref:YFMS-L161A)
Remove



Once you have filled out the form, select the green *submit* button at the bottom of the page. You will then return to the **Student Selection** page. Do not select the green *continue* button under the Selection Summary (on the right hand side), as it will return you to the Selection Summary page.

If you see a message which states that the pupils' name is already in the system, click *yes* to continue (there are over 10,000 students entered into the system per annum).

If you are returning to a partially completed application or submitting a new application for a pupil already in the system (i.e. they are taking more than one course) click *select* under the column headed existing on the [Student Selection](#) page. This will allow you to choose a pupil that already exists within the system (see the [retrieve an incomplete application](#) section for more information).



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home My profile My pupils Course directory Change password Help Schools Link Portal

Search Advanced Search Welcome, Sandra O'Rourke Logoff

Student selection

Selection Summary | Student Selection | Summary
Please provide pupil details by creating a new Student record or by selecting a Student record.

Back Continue

Applications

INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00-16.30 (Ref:APNCT-L154A)

Select	Name	Existing	Edit / View	New	Clear
<input type="checkbox"/>	SMITH, PAUL	Select	Edit	Create	Clear

Back Continue

Check the course and student information is correct before selecting either of the green *continue* buttons. You will then be taken to the [Qualifications](#) page.

NOTE: Each page of the application will time out after 20 minutes.

Step 3: Qualifications

Use the [Qualifications](#) page to record each qualification that the pupil has achieved and those that they are currently working towards and the grade they expect to achieve, one award at a time. It is not vital that every qualification is recorded, but the level of the pupils' ability is important.

When adding a qualification:

- Use the first drop down menu to select the qualification. If the qualification you are looking for is not in the drop down menu, type it in the Other Qualification box below. If the pupil is in S3 going into S4, please use the Other Qualification field and enter BGE.
- Use the second drop down menu to select the level the chosen subject was/is being studied at. If the level you are looking for is not in the drop down menu, type it in the Other Level box below.
- Use either the Expected Grade or Actual Grade fields. The system will not allow both to be entered at the same time. When entering information on when the qualification was/will be obtained enter the year in the following format YYYY (e.g. 2016).



The screenshot shows the CAPITA system interface for adding a qualification. The page header includes the North East Scotland College logo and the CAPITA logo. A navigation bar contains buttons for Home, My profile, My pupils, Course directory, Change password, Help, and Schools Link Portal. A search bar is present with Search and Advanced Search buttons. The user is logged in as Sandra O'Rourke.

The main section is titled "Qualifications" and shows details for a course: "INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30" and a pupil: "PAUL SMITH (30037748)".

Instructions state: "Enter the details of each qualification the applicant has achieved or is working towards, one at a time below and select the Save button each time. Once finished adding the qualifications, press the Save button then the Continue button."

The form displays "No qualifications found." and an "Add new qualification" section. This section is divided into three main input areas, each highlighted with a red box in the image:

- Qualification Selection:** Includes a dropdown menu for "Qualification*" and a text input field for "Other Qualification (if not specified above)".
- Level Selection:** Includes a dropdown menu for "Level*" and a text input field for "Other Level (if not specified above)".
- Grade and Year Selection:** Includes input fields for "Actual grade:", "Actual year obtained (e.g. 2018):", "Expected grade (if not yet obtained):", and "Expected year to obtain (e.g. 2018):".

At the bottom of the form, there are four buttons: "Save" (blue), "Clear" (red), "Back" (orange), and "Continue" (green).

Once you have completed all the form fields, use the blue save button to store the qualification.

Each qualification added is shown in a list at the top of the page. This information is recorded on the pupils' nominal file for all subsequent applications. There are options to remove or change qualifications that have been added in error or need to be updated.

When the qualification information is up-to-date, make sure all your changes have been saved by clicking the blue *save* button. To continue with the application process, use the green *continue* button to move onto the [Pupil Support](#) page.

NOTE: Each page of the application will time out after 20 minutes.

Step 4: Pupil Support

On the [Pupil Support](#) page you can specify any current and/or anticipated learning support requirements for the pupil. All questions on this page are mandatory.

NOTE: Where there are no specific needs you should ensure you select *yes* to the first option; none.

Pupil Support Details

Course: **INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30** Pupil: **PAULSMITH (30037748)**

Does this pupil currently receive any additional learning support in school, e.g.: PSA Academic Support, Personal Care Support, Alternative Assessment Arrangements, etc.?

Does this pupil currently require any behavioural and / or emotional support in school?

Please answer Yes or No to all the questions below:

None

ADHD

Allergies

Attention Deficit Disorder

Autistic spectrum disorder

Challenging behaviour

Diabetes

Dyslexia

Epilepsy

Hearing loss

Learning difficulties

Mental ill health

Skin sensitivity

Visual impairment

Wheelchair user

Does this pupil require medication during the school / college day?

Is the pupil able to self-administer medication?

Is it anticipated that the pupil will require any particular support / adjustments / adaptations within the learning environment?

Please specify:

Is a learning support needs assessment by the college's Learning and Development Centre staff recommended for this pupil?

Please specify reasons

Is a health and safety risk assessment by the college's Learning and Development Centre staff recommended for this pupil?

Please specify reasons

Does this pupil have a Coordinated Support Plan / Individual Education Plan?

Are there any current Child Protection concerns relevant to this pupil?

Is this pupil known to be Looked After or is subject to a Supervision Requirement?

Once you have completed all the form fields, click the green *save and continue* button. You will then be taken to the [Additional Questions](#) page.

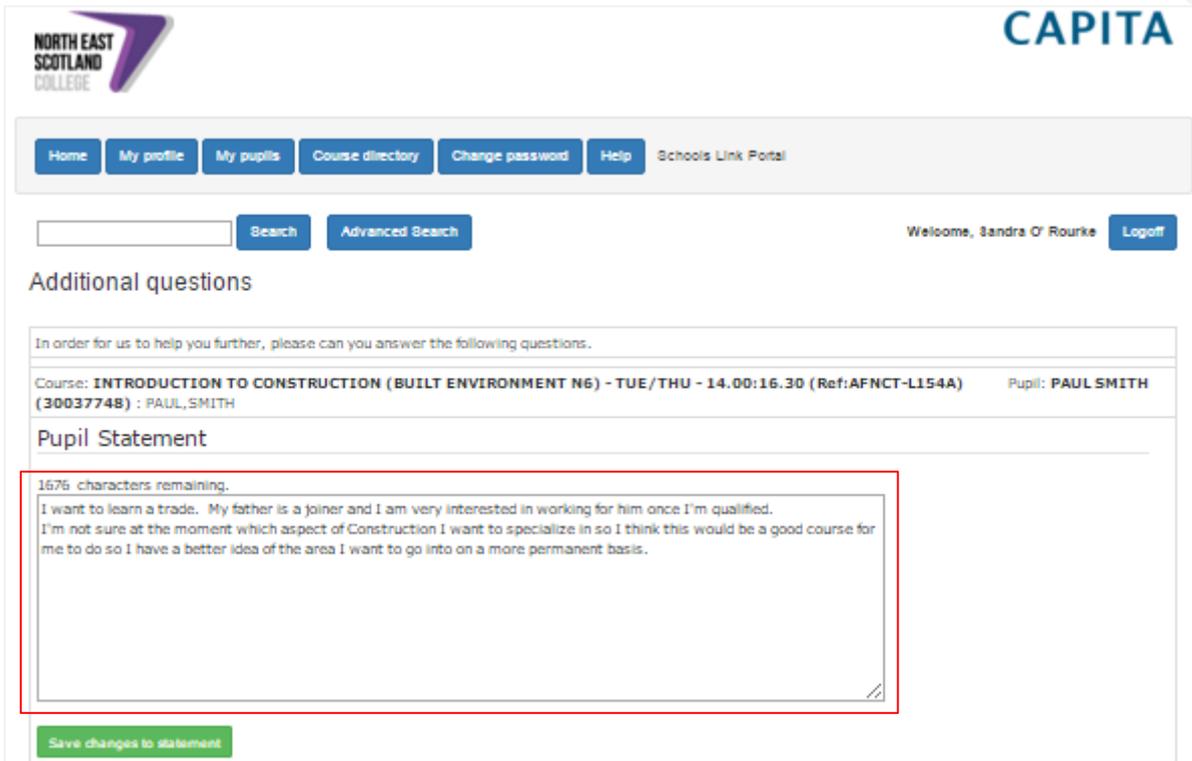
NOTE: Each page of the application will time out after 20 minutes.

Step 5: Additional Questions

In this section you can provide information on how the pupil would benefit from attending their chosen course and what their motivation is, their school attendance level, whether their application is supported by the school and parent/guardian, if they receive Free School Meals and for the Fraserburgh Campus pupils only - if they require to apply for College transport.

As mentioned earlier in the guide, there is also a second area for the pupil to enter a statement if they are applying for two different courses i.e. Childcare and Higher Psychology.

NOTE: The pupil statement can be a maximum of 2000 characters, or less.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home My profile My pupils Course directory Change password Help Schools Link Portal

Search Advanced Search Welcome, Sandra O'Rourke Logoff

Additional questions

In order for us to help you further, please can you answer the following questions.

Course: **INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)** Pupil: **PAUL SMITH (30037748) : PAUL, SMITH**

Pupil Statement

1676 characters remaining.

I want to learn a trade. My father is a joiner and I am very interested in working for him once I'm qualified. I'm not sure at the moment which aspect of Construction I want to specialize in so I think this would be a good course for me to do so I have a better idea of the area I want to go into on a more permanent basis.

Save changes to statement

Once the pupil statement has been entered, click the green *save changes to statement* button.

If you need to amend a pupil's statement, following the instructions under the *view all applications made* section.

Further down the page are important questions that school staff are required to complete. If you require more time to answer these questions you can insert holding text in the boxes and return to this page at a later date as long as you don't submit the application. See the *retrieve an incomplete application* section for information on how to retrieve the application to complete and submit it.

Complete all the form fields and click the green *continue* button.

Questions

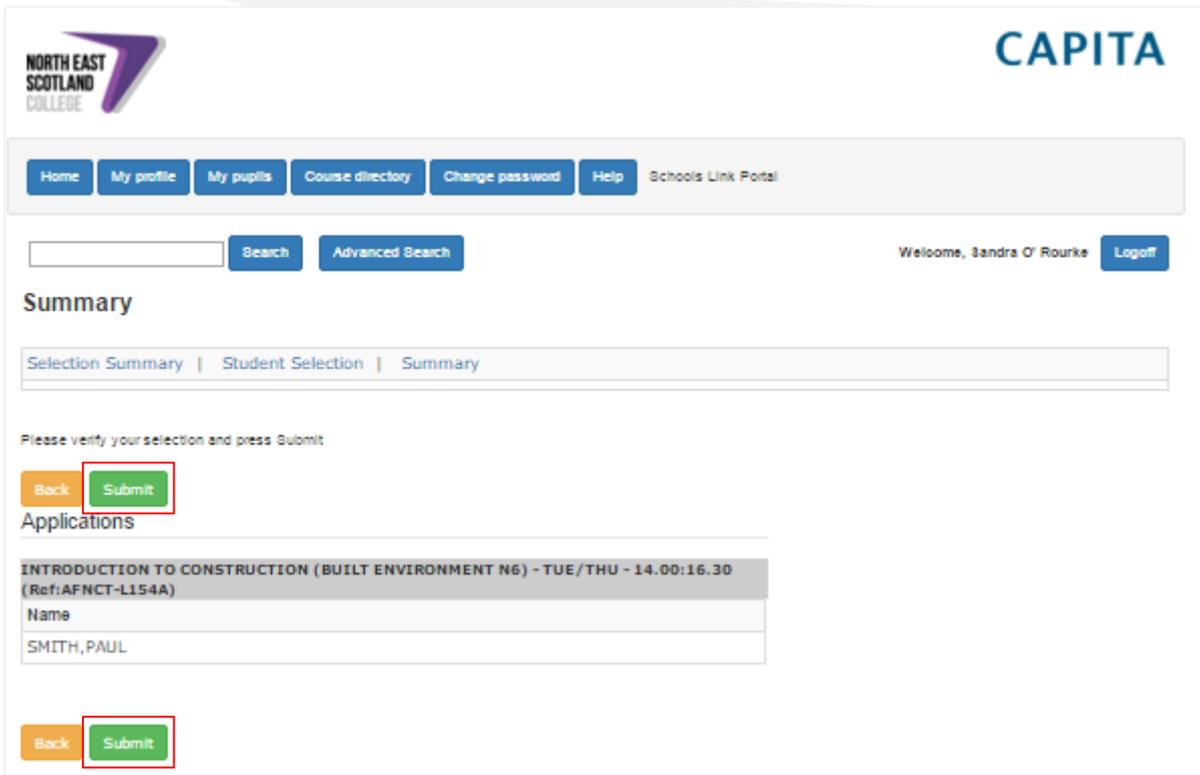
Question	Answer
Please state why applicant would benefit from attending a College course, e.g. To gain confidence, to prepare for moving on from school, increase independence, fresh start, future progression, insight to industry, career path etc.	To gain confidence
Please provide current attendance level and general explanation for any absence, e.g. Medical, Truancy, Holidays, etc.	98%
Application Supported by School? (Yes or No)	Yes
Application Supported by Parents/Guardian? (Yes or No)	Yes
Does the applicant receive Free School Meals? (Yes or No)	No
FRASERBURGH CAMPUS APPLICANTS ONLY - Does the applicant require College Bus transport to Fraserburgh Campus? (Yes or No)	Yes
School Reference (Max 2000 characters)	Paul is a very hard working pupil, this course will be of great help to his future choice of career.

When you have completed the form click either of the green *continue* buttons. You will then be taken to the [Summary](#) page.

NOTE: Each page of the application will time out after 20 minutes.

Step 6: Summary and confirmation

The **Summary** page shows a summary of the application. Check that you have the correct pupil on the correct course and click either of the green *submit* buttons to complete the application process.

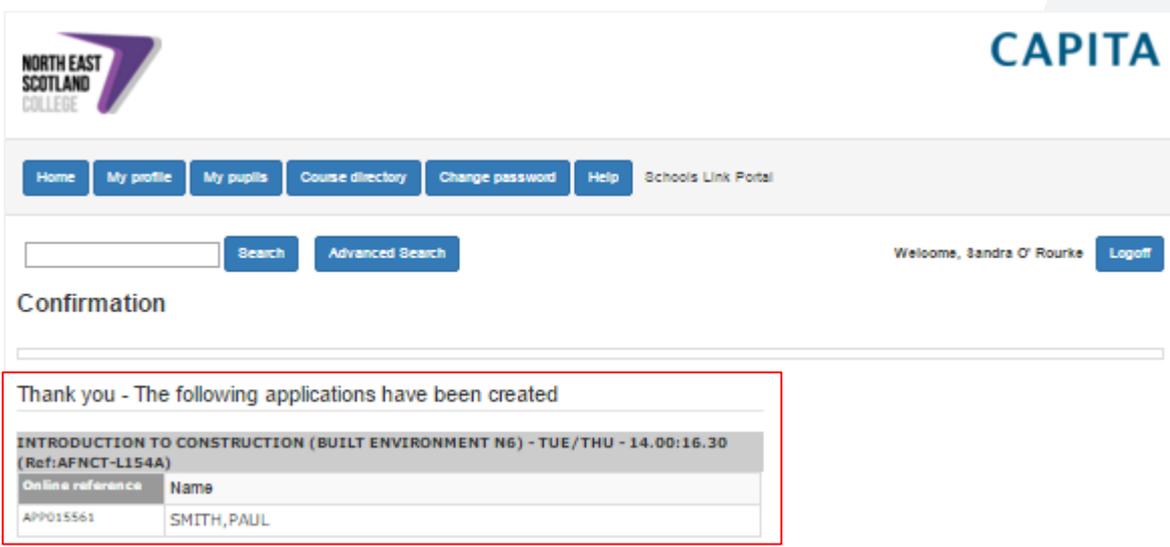


The screenshot shows the CAPITA user interface. At the top left is the North East Scotland College logo, and at the top right is the CAPITA logo. Below the logos is a navigation bar with buttons for Home, My profile, My pupils, Course directory, Change password, Help, and Schools Link Portal. A search bar with Search and Advanced Search buttons is located below the navigation bar. On the right side, there is a welcome message: "Welcome, Sandra O' Rourke" and a Logoff button. The main heading is "Summary". Below this is a breadcrumb trail: "Selection Summary | Student Selection | Summary". A message reads: "Please verify your selection and press Submit". There are two buttons: a Back button and a Submit button. Below this is the "Applications" section, which lists "INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)". A table shows the application details:

Name
SMITH, PAUL

At the bottom of the application list, there are again two buttons: a Back button and a Submit button.

You will receive an automated email to confirm the application has been received.



The screenshot shows the CAPITA user interface for the Confirmation page. The layout is similar to the Summary page, with the same navigation bar and search bar. The main heading is "Confirmation". Below this is a message: "Thank you - The following applications have been created". A table shows the application details:

Online reference	Name
APP015561	SMITH, PAUL

NOTE: Each page of the application will time out after 20 minutes.

View all applications made

To view all applications made from your school, login to the [School Links Portal](#) and select the *My Pupils* tab. You will then be taken to the *My Pupils* page where you can see the status of each application made.

From the *My Pupils* page, you can view a course application by selecting the course code/programme reference number on the right hand side of the page. This will let you check the information recorded for all submitted applications.

30023170	LEO	BRUCE	INTRODUCTION TO VEHICLE SYSTEMS MAINTENANCE - FRI - 08.50:16.00	Withdrawn	12-Jun-2015	03-Jul-2015	AHNG-L144B
30023154	Michael	Burns	INTRODUCTION TO VEHICLE SYSTEMS MAINTENANCE - WED - 09.30:15.30	Withdrawn	10-Jun-2015	01-Jul-2015	AGNG-L144C
30023154	Michael	Burns	INTRODUCTION TO PSYCHOLOGY - WED - 14.00:17.00	Application Acknowledgement Sent	10-Jun-2015	01-Jul-2015	DLNSO-L144E
30023036	ROBERT	CLARK	C & G AUTO ENGINEERING - MON/WED - 14.00:16.30	Application Acknowledgement Sent	29-Aug-2016	17-Jun-2017	AGGAG-L161A
30023152	Pamela	Cook	SKILLS FOR WORK: CONSTRUCTION (NS) - WED - 09.15:15.15	Withdrawn	10-Jun-2015	24-Jun-2015	AHNCN-L144A

Log a query

To log a query, login to the [School Links Portal](#) and select the *My Pupils* tab. You will then be taken to the *My Pupils* page.

From the *My Pupils* page, select the course code/programme reference number on the right hand side of the page.

30023170	LEO	BRUCE	INTRODUCTION TO VEHICLE SYSTEMS MAINTENANCE - FRI - 08.50:16.00	Withdrawn	12-Jun-2015	03-Jul-2015	AHNG-L144B
30023154	Michael	Burns	INTRODUCTION TO VEHICLE SYSTEMS MAINTENANCE - WED - 09.30:15.30	Withdrawn	10-Jun-2015	01-Jul-2015	AGNG-L144C
30023154	Michael	Burns	INTRODUCTION TO PSYCHOLOGY - WED - 14.00:17.00	Application Acknowledgement Sent	10-Jun-2015	01-Jul-2015	DLNSO-L144E
30023036	ROBERT	CLARK	C & G AUTO ENGINEERING - MON/WED - 14.00:16.30	Application Acknowledgement Sent	29-Aug-2016	17-Jun-2017	AGGAG-L161A
30023152	Pamela	Cook	SKILLS FOR WORK: CONSTRUCTION (N5) - WED - 09.15:15.15	Withdrawn	10-Jun-2015	24-Jun-2015	AHNCN-L144A

At the bottom of the page select a topic for your query from the drop down list and write your query in the box provided.

Log a query

Topic:

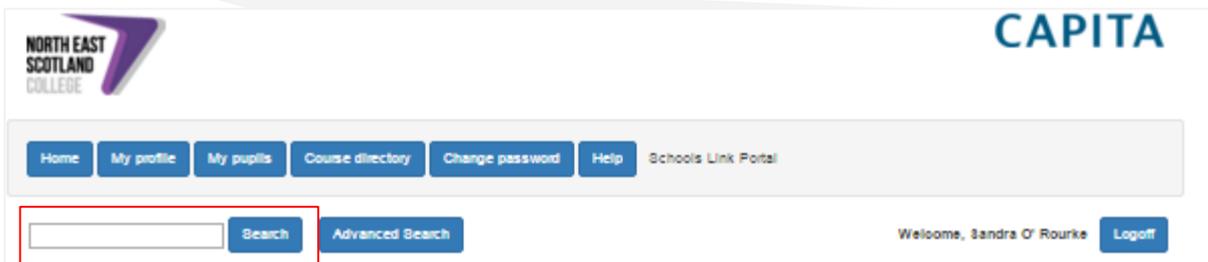
Query

[Submit query](#)

When you have described your query, use the blue *submit query* button. When the query has been submitted successfully, you will see confirmation message.

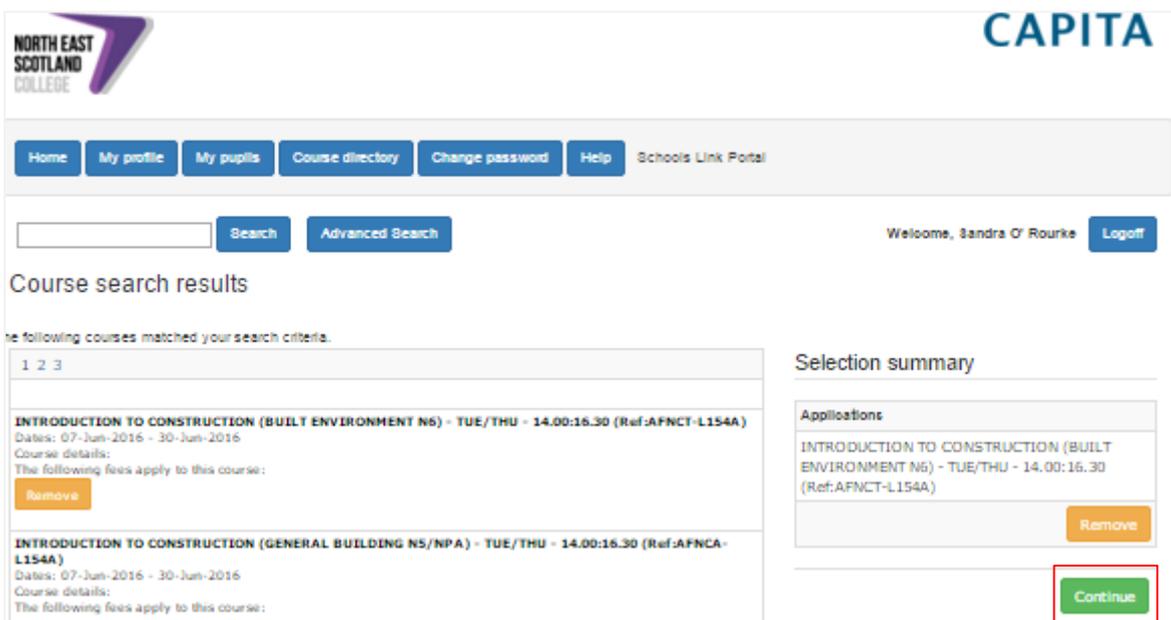
Retrieve an incomplete application

To retrieve an application you have started, but not completed or submitted; login to the [School Links Portal](#) and select the *My Pupils* tab. You will then be taken to the *My Pupils* page.



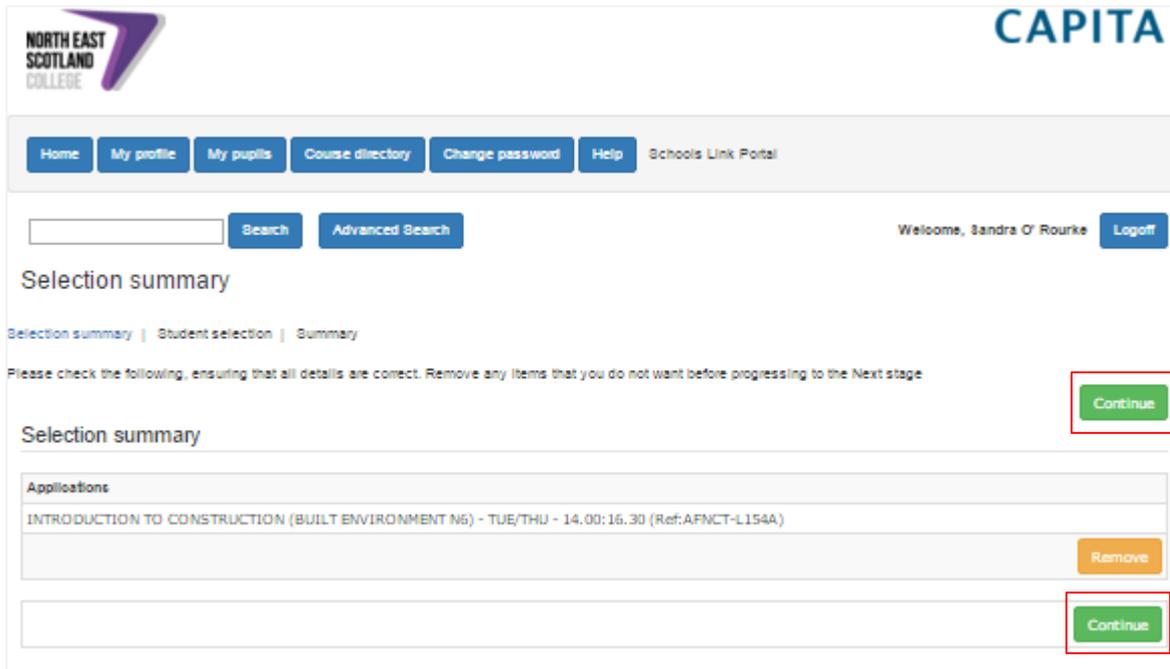
The screenshot shows the CAPITA Schools Link Portal interface. At the top left is the North East Scotland College logo. At the top right is the CAPITA logo. Below the logos is a navigation menu with buttons for Home, My profile, My pupils, Course directory, Change password, and Help. A 'Schools Link Portal' link is also visible. Below the navigation menu is a search bar with a 'Search' button and an 'Advanced Search' button. The search bar is highlighted with a red box. To the right of the search bar, the user is logged in as 'Welcome, Sandra O'Rourke' with a 'Logout' button.

Enter the subject that the pupil was applying for (e.g. Hairdressing) and hit *search*.



The screenshot shows the CAPITA Schools Link Portal course search results page. The search bar is empty. Below the search bar, the user is logged in as 'Welcome, Sandra O'Rourke' with a 'Logout' button. The page title is 'Course search results'. Below the title, it says 'The following courses matched your search criteria.' There are two course listings. The first listing is 'INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)'. The second listing is 'INTRODUCTION TO CONSTRUCTION (GENERAL BUILDING N5/NPA) - TUE/THU - 14.00:16.30 (Ref:AFNCA-L154A)'. To the right of the course listings is a 'Selection summary' section. The 'Selection summary' section has a title 'Applications' and contains the text 'INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)'. Below the text is a 'Remove' button. At the bottom right of the 'Selection summary' section, there is a green 'Continue' button, which is highlighted with a red box.

From the search results, select the correct course and select the green *continue* button. This will take you to the [Selection Summary](#) page.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home My profile My pupils Course directory Change password Help Schools Link Portal

Search Advanced Search Welcome, Sandra O'Rourke Logoff

Selection summary

Selection summary | Student selection | Summary

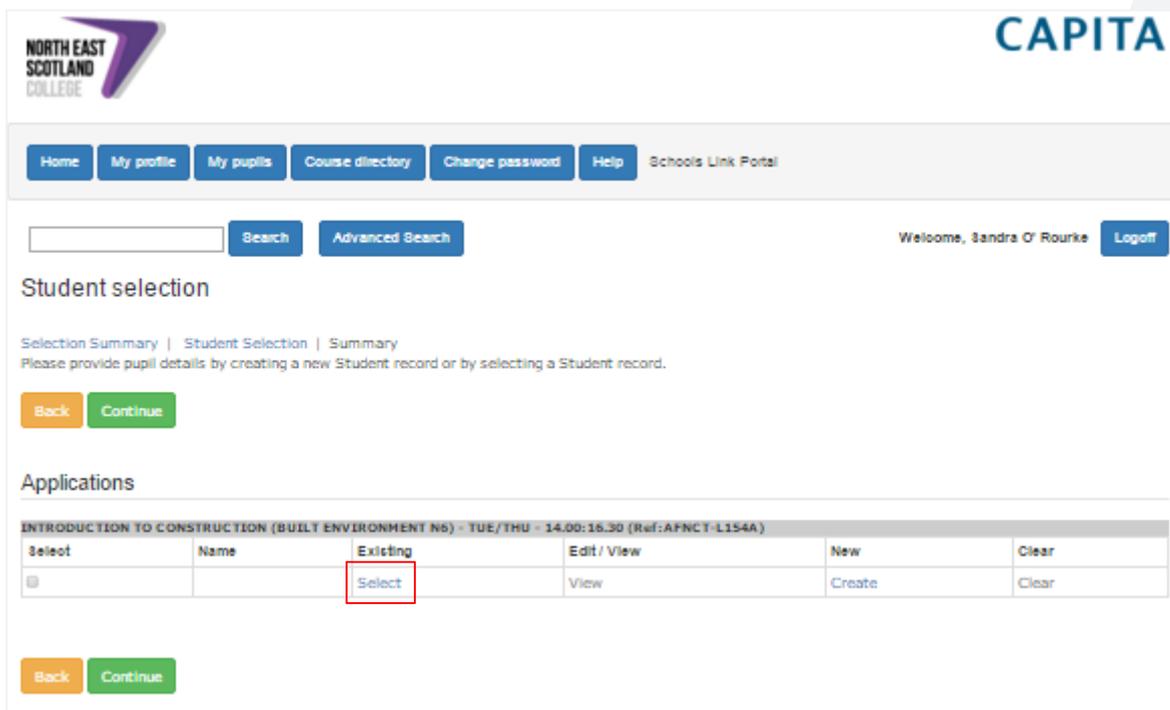
Please check the following, ensuring that all details are correct. Remove any items that you do not want before progressing to the Next stage

[Continue](#)

Selection summary

Applications	
INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)	Remove
	Continue

Check that the information is correct and select either of the green *continue* buttons. You will then be taken to the Student Selection page.



NORTH EAST SCOTLAND COLLEGE **CAPITA**

Home My profile My pupils Course directory Change password Help Schools Link Portal

Search Advanced Search Welcome, Sandra O'Rourke Logoff

Student selection

Selection Summary | Student Selection | Summary

Please provide pupil details by creating a new Student record or by selecting a Student record.

[Back](#) [Continue](#)

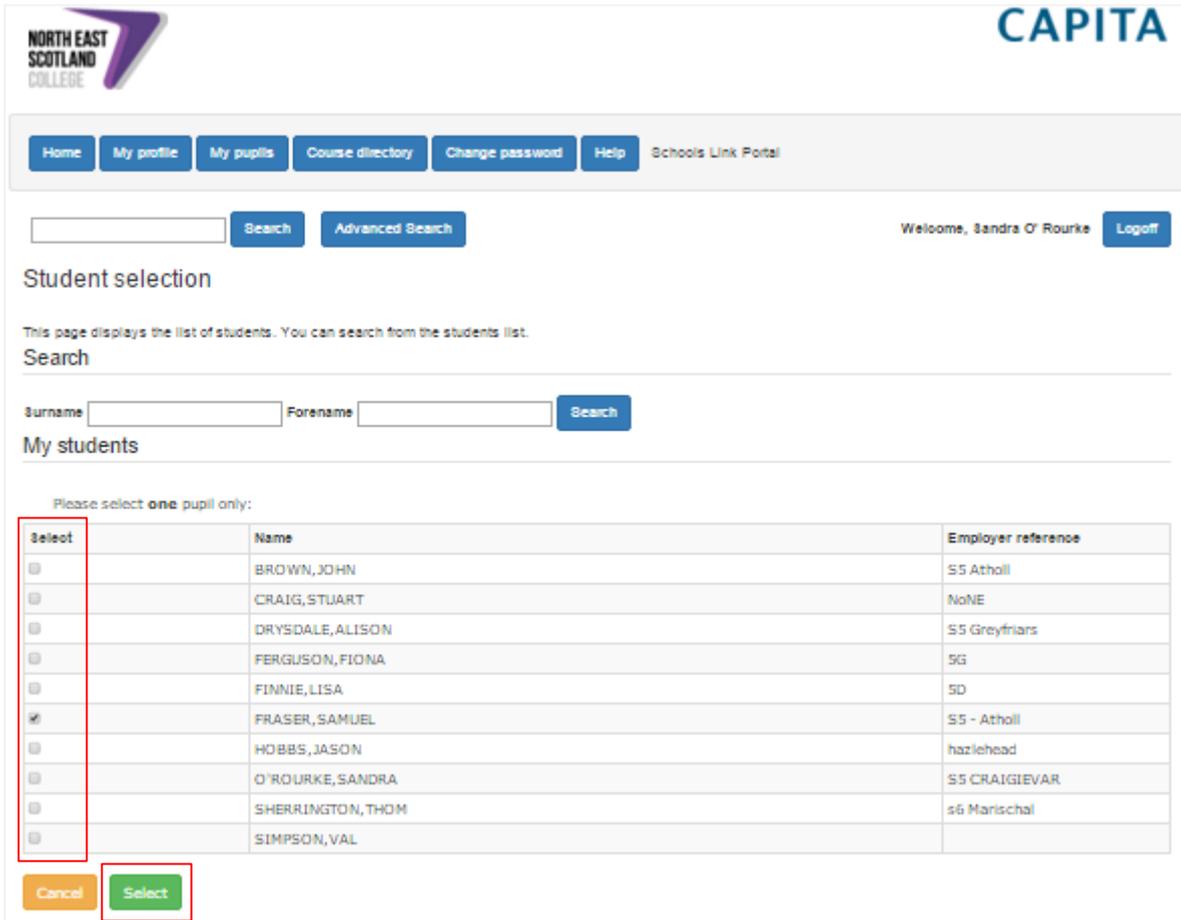
Applications

INTRODUCTION TO CONSTRUCTION (BUILT ENVIRONMENT N6) - TUE/THU - 14.00:16.30 (Ref:AFNCT-L154A)					
Select	Name	Existing	Edit / View	New	Clear
<input type="checkbox"/>		Select	View	Create	Clear

[Back](#) [Continue](#)

Under the column headed *existing* click on the *select* link. You will then be shown a list of pupils that already exist within the system.

Select the appropriate checkbox under the select column on the [Student Selection](#) page to choose the pupil whose application you want to complete. Then use the select button at the bottom of the page.



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Search Advanced Search Welcome, Sandra O'Rourke Logoff

Student selection

This page displays the list of students. You can search from the students list.

Search

Surname Forename Search

My students

Please select **one** pupil only:

Select	Name	Employer reference
<input type="checkbox"/>	BROWN, JOHN	S5 Atholl
<input type="checkbox"/>	CRAIG, STUART	NoNE
<input type="checkbox"/>	DRYSDALE, ALISON	S5 Greyfriars
<input type="checkbox"/>	FERGUSON, FIONA	5G
<input type="checkbox"/>	FINNIE, LISA	5D
<input checked="" type="checkbox"/>	FRASER, SAMUEL	S5 - Atholl
<input type="checkbox"/>	HOBBS, JASON	hazlehead
<input type="checkbox"/>	O'ROURKE, SANDRA	S5 CRAIGIEVAR
<input type="checkbox"/>	SHERRINGTON, THOM	s6 Marischal
<input type="checkbox"/>	SIMPSON, VAL	

Cancel Select

Check the course and student information is correct before selecting either of the green continue buttons. You will then be taken to the last saved page of the application. See the *Applying for a School College Links Programme Course via the School Links Portal* section for further information on the application process.

Cancel an application

To cancel an application, login to the [School Links Portal](#) and select the *My Pupils* tab. You will then be taken to the *My Pupils* page where you can see the status of each application made.

For the application to be cancelled or withdrawn, select the course code/programme reference number on the right hand side of the page.

30023170	LEO	BRUCE	INTRODUCTION TO VEHICLE SYSTEMS MAINTENANCE - FRI - 08.50:16.00	Withdrawn	12-Jun-2015	03-Jul-2015	AHNG-L144B
30023154	Michael	Burns	INTRODUCTION TO VEHICLE SYSTEMS MAINTENANCE - WED - 09.30:15.30	Withdrawn	10-Jun-2015	01-Jul-2015	AGNG-L144C
30023154	Michael	Burns	INTRODUCTION TO PSYCHOLOGY - WED - 14.00:17.00	Application Acknowledgement Sent	10-Jun-2015	01-Jul-2015	DLNSO-L144E
30023036	ROBERT	CLARK	C & G AUTO ENGINEERING - MON/WED - 14.00:16.30	Application Acknowledgement Sent	29-Aug-2016	17-Jun-2017	AGGAG-L161A
30023152	Pamela	Cook	SKILLS FOR WORK: CONSTRUCTION (N5) - WED - 09.15:15.15	Withdrawn	10-Jun-2015	24-Jun-2015	AHNCN-L144A

At the bottom of the page select *Request Cancellation of Application*. This will send an email to the NESCol Schools Liaison Team to request the cancellation and a confirmation message will display in the *Manage this Course Application* section.

Manage this Course Application

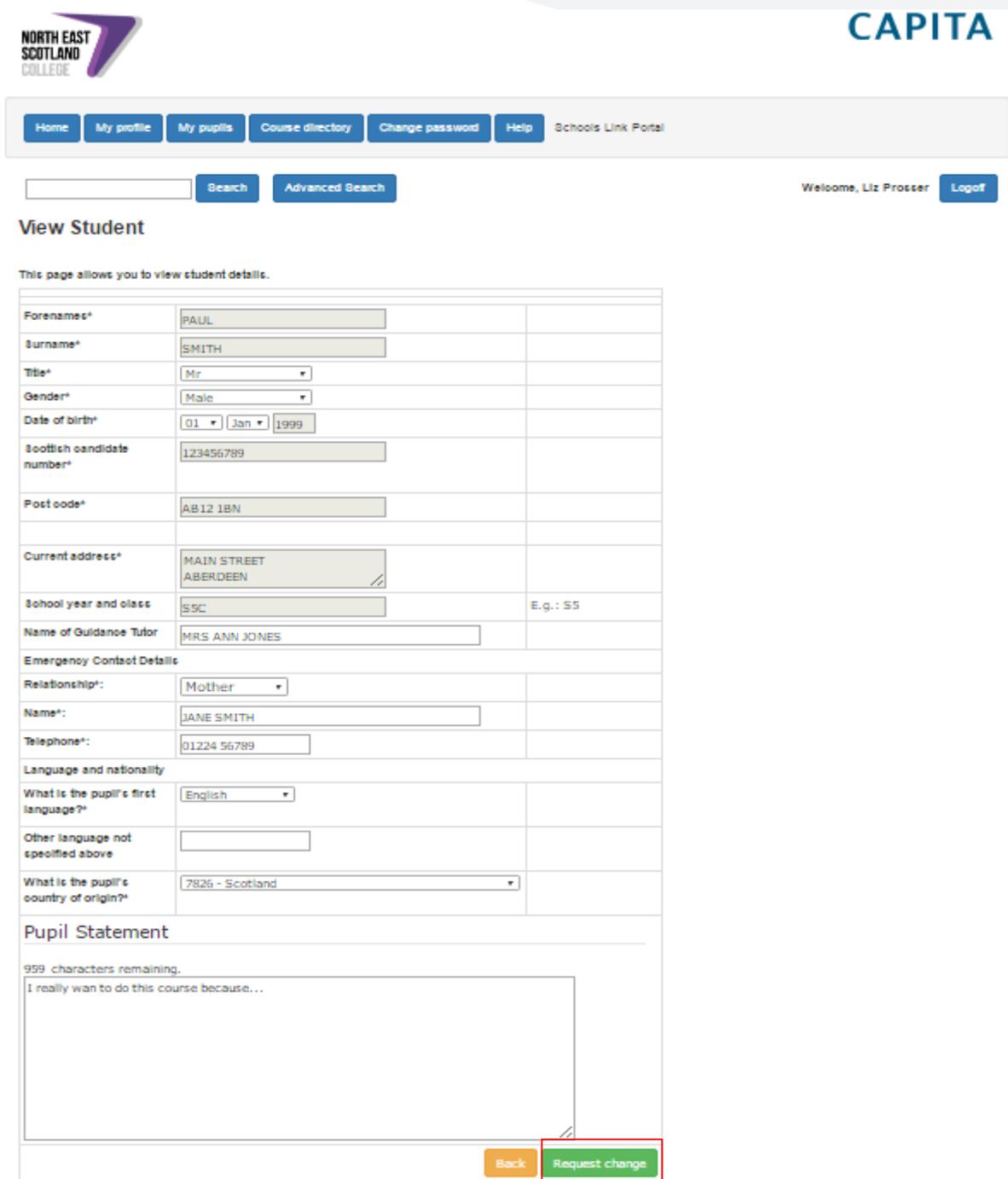
Request Cancellation of Application

Select the *My Pupils* tab. You will then see that the pupil status will have changed to *withdrawn*.

Request a change to pupil's information

To request a change to a pupil's personal details, login to the [School Links Portal](#) and select the *My Pupils* tab. You will then be taken to the *My Pupils* page.

Select the appropriate student reference number on the left side of the page. This will take you to the [View Student](#) page.



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View Student

This page allows you to view student details.

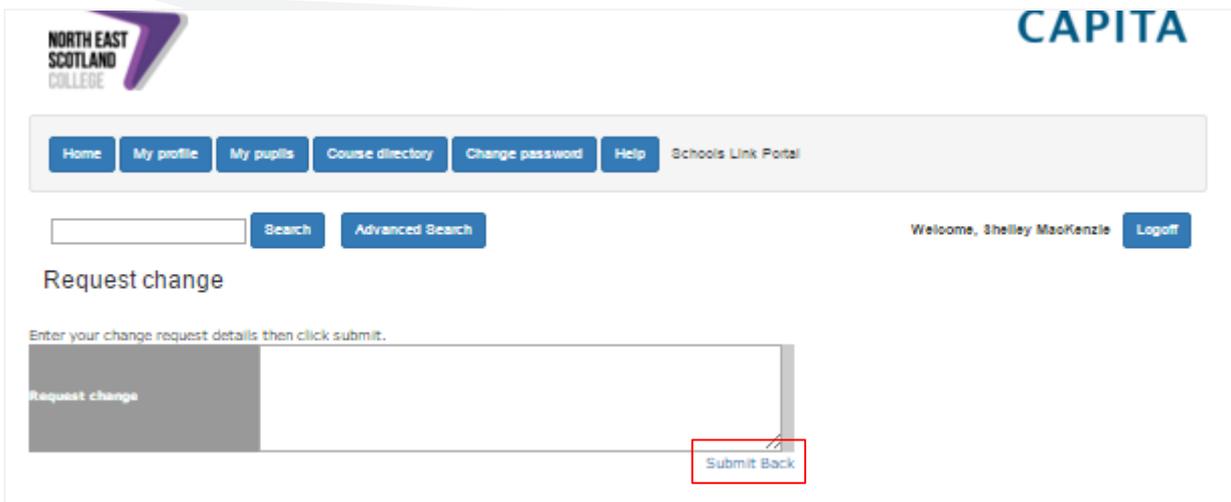
Forenames*	PAUL	
Surname*	SMITH	
Title*	Mr	
Gender*	Male	
Date of birth*	01 Jan 1999	
Scottish candidate number*	123456789	
Post code*	AB12 1BN	
Current address*	MAIN STREET ABERDEEN	
School year and class	S5C	E.g.: S5
Name of Guidance Tutor	MRS ANN JONES	
Emergency Contact Details		
Relationship*	Mother	
Name*	JANE SMITH	
Telephone*	01224 56789	
Language and nationality		
What is the pupil's first language?*	English	
Other language not specified above		
What is the pupil's country of origin?*	7826 - Scotland	

Pupil Statement

959 characters remaining.

I really wan to do this course because...

On the [View Student](#) page you will be able to view the details of the student but you will not be able to change them. You can request that these details be updated, by selecting the *request change* button. This will open a new window with a large text box where you type in your change request.



The screenshot shows the CAPITA system interface. At the top left is the North East Scotland College logo, and at the top right is the CAPITA logo. Below the logos is a navigation bar with buttons for Home, My profile, My pupils, Course directory, Change password, Help, and Schools Link Portal. A search bar with 'Search' and 'Advanced Search' buttons is located below the navigation bar. On the right side, there is a welcome message 'Welcome, Shelley MacKenzie' and a 'Logoff' button. The main content area is titled 'Request change' and contains the instruction 'Enter your change request details then click submit.' Below this is a large text input field with a placeholder 'Request change'. At the bottom right of the text field is a blue button labeled 'Submit Back', which is highlighted with a red box.

When you have described the change required, click the blue *submit* link. When the request has been submitted successfully, you will see confirmation message.