

A guide to setting-up your B&FC Admissions Portal

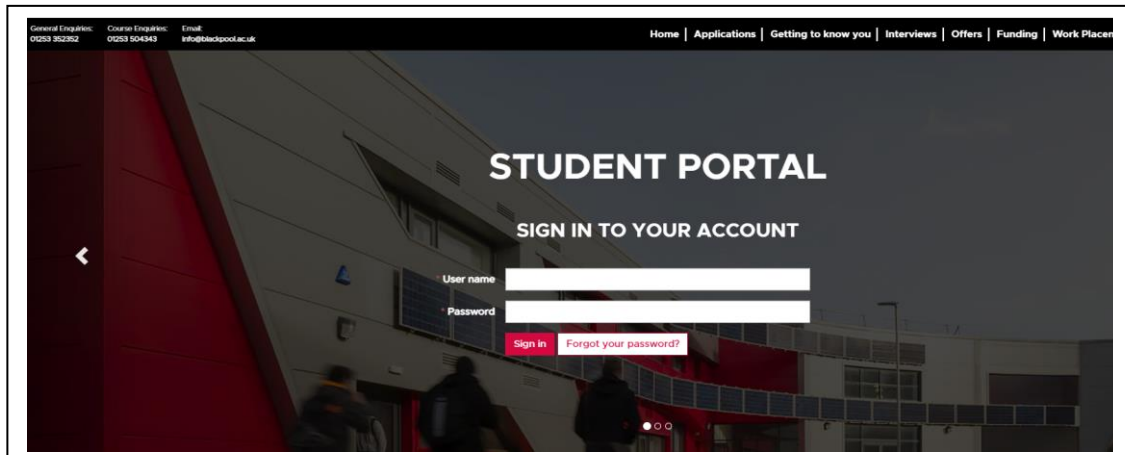
(Click on the relevant question)

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How to Access your B&FC Admissions Portal

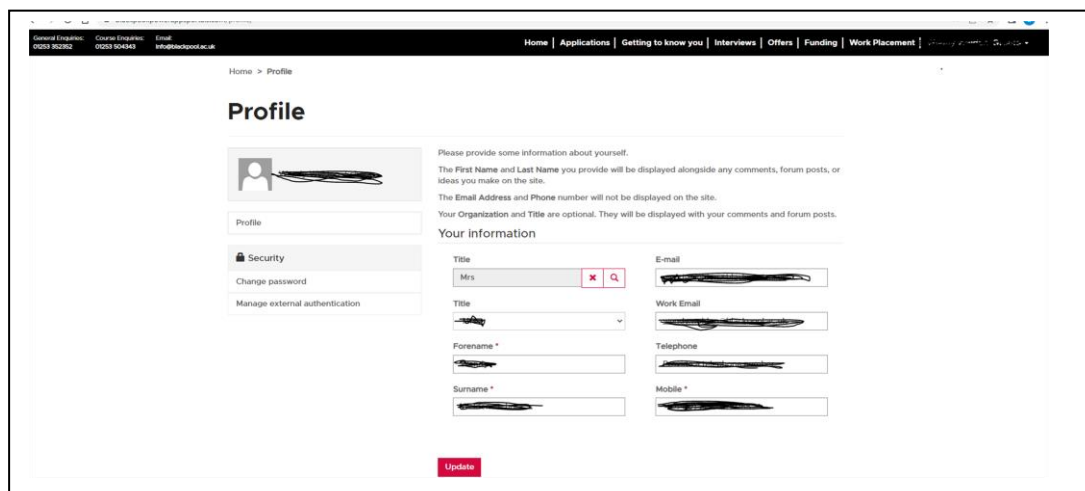
To access your B&FC Admissions portal go <https://blackpool.powerappsportals.com/>

At the following screen enter your details.



The screenshot shows the 'STUDENT PORTAL' login page. At the top, there is a navigation bar with links: Home, Applications, Getting to know you, Interviews, Offers, Funding, and Work Placements. Below the navigation bar, the page has a dark background with a building image. The text 'STUDENT PORTAL' is prominently displayed in white. Below it, the text 'SIGN IN TO YOUR ACCOUNT' is shown. There are two input fields: 'User name' and 'Password'. Below the 'Password' field, there are two buttons: 'Sign in' and 'Forgot your password?'. On the left side, there is a small white arrow pointing left.

When you have logged into the portal you will be taken to your profile page as follows:



The screenshot shows the 'Profile' page. At the top, there is a navigation bar with links: Home, Applications, Getting to know you, Interviews, Offers, Funding, and Work Placements. Below the navigation bar, the page has a white background. The text 'Profile' is prominently displayed. On the left side, there is a sidebar with a profile picture placeholder and a list of links: Profile, Security, Change password, and Manage external authentication. The main content area is titled 'Your information' and contains several input fields: Title (with a dropdown menu), Forename *, Surname *, E-mail, Work Email, Telephone, and Mobile *. There is an 'Update' button at the bottom.

From the top of the menu at the top of this page click on applications and you will be taken to the following page.

How to view your applications

(the following view can always be accessed by clicking Applications from the top menu bar)

General Enquiries: 01253 382292 | Course Enquiries: 01253 504343 | Email: info@blackpool.ac.uk

Home | Applications | Getting to know you | Interviews | Offers | Funding | Work Placement | Wene

Home > Applications

Applications

My Applications

Data Protection and Privacy ☐

Personal Details ☐

Contact Details ☐

Address ☐

Qualifications ☐

From this menu you can also view your applications, update your details or qualifications by clicking on the relevant option on the menu in the list.

By clicking on My Applications you will see a full list of your applications as follows:

My Applications			
<u>All Applications</u>			
Course applied to ↑	Course Name (Course applied to)	Student Application Status	Date Application received
SCIFE345-22/23-09CA	Counselling Skills - Level 2 (SCIFE345-22/23-09CA)	You have an offer of a place at B&FC, please accept our offer to confirm your place and then complete the Getting to know you section	23/03/2022
SCIFE395-22/23-11CA	Early Years Practitioner - Level 2 (SCIFE395-22/23-11CA)	We have received your application	22/02/2022
SCIFE407-22/23-09DA	Adult Care - Level 3 (SCIFE407-22/23-09DA)	We have received your application	22/02/2022
SDIFE06-22/23-09AA	Paramedic Science - Access to Higher Education (HE) Diploma (SDIFE06-22/23-09AA)	Your offer is pending	08/02/2022

From this list you click on the course code, highlighted in red on the left-hand side of the screen and you will be able taken to the Application Details screen where you can see the status of relevant application.

Application Detail

Course applied to

SCIFE345-22/23-09CA

Course Name

Counselling Skills - Level 2 (SCIFE345-22/23-09CA)

Application Date

23/03/2022

Application Status

You have an offer of a place at B&FC, please accept our offer to confirm your place and then complete the Getting to know you section

Offer

Conditional

Date Offer Made

23/03/2022

Offer Accepted?

—

Date Offer Accepted

—

How to update contact details

Go to the menu at the top of the page and click on Applications you will then be directed to the following screen where you can click on personal or contact details, and update and save your new details.

Home

Applications

Getting to know you

Interviews

Offers

Funding

Work Placement

Work

Home > Applications

Applications

My Applications

Data Protection and Privacy

Personal Details

Contact Details

Address

Qualifications

How to update evidence of qualifications or other documents relevant to your application

Go to the menu at the top of the portal web page and click on Applications you will then be directed to the follow page. From the menu on this page click on qualifications. At the top of this page there is an area for you to enter details of your qualifications.

Home > Applications > Qualifications

Qualifications

In this section, we ask you about your existing qualifications. This will help us make sure that the course is right for you and you are right for the course. If you have not received your grades yet, please enter your predicted grades and we will update them when your results are available.

If you are under 18 we will also use this information to determine if we need to place you on additional English and maths qualifications in accordance with requirements from the UK government.

Current English, Maths and Functional Skills Grades

GCSE English Language	GCSE English Language (Equivalent)
GCSE English Literature	GCSE English Literature (Equivalent)
Functional Skills English	Functional Skills English (Equivalent)
GCSE Maths	GCSE Maths (Equivalent)
Functional Skills Maths	Functional Skills Maths (Equivalent)

If you scroll further down the page past Additional Qualifications to File Upload, here you can upload documents for example evidence of qualifications or other documents to support your application.

Additional Qualifications

Qualification Type	Subject	Subject (Other)	Grade	Achievement Date
There are no records to display.				

☐ Have you uploaded evidence of your qualifications?

File Upload

about a month ago
Wendy Weldon-Schora
Upload doc to portal.docx (13.64 KB)

5 minutes ago
Wendy Weldon-Schora
Blackburn College - help - uploading evidence 2.PNG (112.45 KB)

[Add note](#)

You can upload your documents by clicking on the Add note button. You will then be taken to the following page:

Add note

Note

Attach a file

Choose file

No file chosen

Add note

Cancel

Click on choose file, will you will be taken to your files, click on the file you want to upload, from the file dialogue box click the open button at the bottom right of the box. You will then be directed back to the page above, click on the add note button and your file will be uploaded and will be listed in your file uploads on the Qualifications page.

Getting to know you

To view this page from the menu at the top of the screen click on “Getting to know you”.

The following screen will appear, here you can click onto the relevant headings and update your information.

General Enquiries
0293 562852

Course Enquiries
0293 504943

Email
info@blackpool.ac.uk

Home | Applications | Getting to know you | Interviews | Offers | Funding | Work Placement |

Home > Getting to know you

Getting to know you

Next of Kin Details

Background

Support

Home Status

Employment and Benefits

Education

Additional Information (Optional)

How to view and update your interviews

Go to the menu at the top of the portal web page and click on Interviews you will then be directed to the follow page where you can view all the interviews you have booked.

Interviews

All Interviews that you have been invited to attend

Interview Type	Scheduled Date / Time ↑	Course applied to (Application)	Invitation Status
Information, Advice and Guidance	16/02/2022 8:00 AM	SDIFE06-22/23-09AA	Pending
Information, Advice and Guidance	27/04/2022 4:30 PM	SMIHE106-22/23	Pending

Pending Interviews that you have been invited to attend

Please confirm if you are able to attend any interviews you are invited to.

Interview Type	Scheduled Date / Time ↑	Course	Course Name (Course)	Invitation Status
Information, Advice and Guidance	27/04/2022 4:30 PM	SMIHE106-22/23	Early Childhood Studies - BA Hons Degree - Topup (SMIHE106-22/23)	Pending

Interviews you have attended that require completion

After your interview we will ask some follow up questions. Please open any interviews below and complete the questions.

Interview Type	Scheduled Date / Time ↑	Course	Course Name (Course)	Date Interview performed
Information, Advice and Guidance	16/02/2022 8:00 AM	SDIFE20-22/23-09AA	Nursing and Midwifery - Access to Higher Education (HE) Diploma (SDIFE20-22/23-09AA)	17/03/2022

If you would like to confirm attendance or request for a change of date you can do this by clicking on the interview type for the relevant interviews (the text in red on the

Interview Detail

Are you able to attend this interview?

Pending

Invitation Details

Course applied to
SMIHE106-22/23

Interview Date / Time
27/04/2022 4:30 PM

Interview Type
Information, Advice and Guidance

Interview Mode
Face-to-Face

Location
Interview Location 1

Duration
15 minutes

Appointment instructions
—

left-hand side of the screen). When you click here you will be taken through to the interview detail page:

Here you can confirm attendance or decline the interview from the drop down menu under the question “Are you able to attend this interview?” this is located at the top of the page. If you wish to give details of when is best for you to attend, you can add comments at the bottom of the page in the “Do you have any comments for the tutor?” box.

How to accept your offer

Go to the menu at the top of the portal web page and click on Offers you will then be directed to the follow page. Go to the list under Offers pending acceptance, from the list choose the course that you wish to accept the offer, then next the course title on the left hand-side listed in red is the course code, click on the course.

Offers					
All Offers					
Course applied to ↑	Course Name (Course applied to)	Offer Made	Date Offer Made	Date Offer Accepted	Offer Accepted?
SCIFE345-22/23-09CA	Counselling Skills - Level 2 (SCIFE345-22/23-09CA)	Conditional	23/03/2022		
SDIFE06-22/23-09AA	Paramedic Science - Access to Higher Education (HE) Diploma (SDIFE06-22/23-09AA)	Conditional	17/03/2022		
SMIHE106-22/23	Early Childhood Studies - BA Hons Degree - Topup (SMIHE106-22/23)	Unconditional	23/03/2022		
Offers pending acceptance					
Course applied to ↑	Course Name (Course applied to)	Offer Made	Date Offer Made	Date Offer Accepted	Offer Accepted?
SCIFE345-22/23-09CA	Counselling Skills - Level 2 (SCIFE345-22/23-09CA)	Conditional	23/03/2022		
SDIFE06-22/23-09AA	Paramedic Science - Access to Higher Education (HE) Diploma (SDIFE06-22/23-09AA)	Conditional	17/03/2022		
SMIHE106-22/23	Early Childhood Studies - BA Hons Degree - Topup (SMIHE106-22/23)	Unconditional	23/03/2022		

You will then be directed to the following page:

Offer Detail

Application Ref

APL-030226

Course applied to

SCIFE345-22/23-09CA

Course Name

Counselling Skills - Level 2 (SCIFE345-22/23-09CA)

Offer Made

Conditional

Date Offer Made

23/03/2022

Offer Accepted?

☐ Is this application for an Insurance place?

☐ Do you accept the college's terms and conditions?

Date Offer Accepted

Save and Close

At the bottom of this page you can use the drop down menu located below Offer Accepted? to accept your offer, if this is an HE application you will also have to confirm that you have read and accepted the HE Terms and Conditions before you are able to accept your offer. When you have done this you need to save and close.

How to view and update your funding information

Go to the menu at the top of the portal web page and click on Funding you will then be directed to the follow page:

Funding		
<u>All Funding</u>		
Course applied to ↑	Course Name (Course applied to)	Student Application Status
SCIFE345-22/23-09CA	Counselling Skills - Level 2 (SCIFE345-22/23-09CA)	You have an offer of a place at B&FC, please accept our offer to confirm your place and then complete the Getting to know you section
SCIFE395-22/23-11CA	Early Years Practitioner - Level 2 (SCIFE395-22/23-11CA)	We have received your application
SCIFE407-22/23-09DA	Adult Care - Level 3 (SCIFE407-22/23-09DA)	We have received your application
SDIFE06-22/23-09AA	Paramedic Science - Access to Higher Education (HE) Diploma (SDIFE06-22/23-09AA)	Your offer is pending
SMIHE106-22/23	Early Childhood Studies - BA Hons Degree - Topup (SMIHE106-22/23)	You have an offer of a place at B&FC, please accept our offer to confirm your place and then complete the Getting to know you section
<u>Funding requiring a response</u>		
Course applied to ↑	Course Name (Course applied to)	Student Application Status
SCIFE345-22/23-09CA	Counselling Skills - Level 2 (SCIFE345-22/23-09CA)	You have an offer of a place at B&FC, please accept our offer to confirm your place and then complete the Getting to know you section
SCIFE395-22/23-11CA	Early Years Practitioner - Level 2 (SCIFE395-22/23-11CA)	We have received your application
SCIFE407-22/23-09DA	Adult Care - Level 3 (SCIFE407-22/23-09DA)	We have received your application

From the listing headed “Funding requiring a response”, choose the course you need to add information to by clicking on the course code on the left hand-side which is highlighted red. You will be directed to the page below, if your course is going to be funded by your employer, or via an adult learner loan you can add the details here. You can also upload your evidence here by clicking on the Add note button at the bottom of the page (see below)

Funding Detail

Funding (19+ and HE Only)

Who will pay for the course?

Student Payment Method

How will you pay for your course?

Loan Details

Customer Reference Number

Employer sponsoring your course - Company Details

How will the sponsor pay?

Employer sponsoring your course - Company Details

How will the sponsor pay?

Purchase Order Number

Company Name

Address 1

Address 2

Address 3

Postcode

Town/City

Employer sponsoring your course - Company Contact Details

Employer sponsoring your course - Company Contact Details

Forename

Surname

Job Title

Telephone Number

Email Address

Sponsorship evidence - Have you attached a letter from your Employer/Sponsor?

☒ No
☐ Yes

Have you completed as much as you are able to?

☒ No
☐ Yes

File Upload

Please provide a title and description for your upload

There are no notes to display.

Add note

You can upload your documents by clicking on the Add note button. You will then be directed to the following page:

Add note

Note

Attach a file

Choose file

No file chosen

Add note

Cancel

Click on choose file, you will be directed to your files, click on the file you want to upload, from the file dialogue box click the open button at the bottom right of the box. You will then be directed back to the page above, click on the add note button and your file will be uploaded and will be listed in your file uploads on the Funding Details page.

How to view work placement information

Go to the menu at the top of the portal web page and click on work placement you will then be directed to the page below. Here you can view your work placements.

General Enquiries:
0253 352952

Course Enquiries:
0253 504343

Email:
info@blackpool.ac.uk

Home

Applications

Getting to know you

Interviews

Offers

Funding

Work Placement

Home > Work Placements

Work Placements

All Work Placements

Course applied to ↑

Course Name (Course applied to)

Student Application Status

Work Placement obtained?

WP Details Provided?

Work Placements requiring a response

Course applied to ↑

Course Name (Course applied to)

Student Application Status

Work Placement obtained?

WP Details Provided?