

**UCLSelect Programme –level Access Request**

UCLSelect is a secure Admissions system used to administer Undergraduate, Postgraduate, Affiliate/Study Abroad and Initial Teacher Education admissions.

The system contains protected applicant information and therefore access to the system is limited to those who have a legitimate requirement in processing the application.

The following information is required to determine the level of access that may be granted to you.

If UCL Select does not appear as an option on your Portico homepage or in the additional list of applications behind the “+” symbol, please contact the Portico helpdesk to arrange this access. Admissions will in the meantime set up the necessary programme-level access.

|  |  |
| --- | --- |
| Employee Names |  |
| Post Title |  |
| Email address |  |
| UPI e.g. ABCDE01 |  |

**Areas of access requested (please tick):**

UG [ ]

PGT [ ]

Affiliate UG [ ]

Affiliate PG [ ]

PGR [ ]

ITE [ ]

**Department/programmes required:**

|  |  |
| --- | --- |
| Department | Programme including course code e.g. A100  |
|  |  |
|  |  |

**Type of access required (please tick):**

Department level [ ]

Tutor level [ ]

**Brief explanation of your role in the admissions process:**

**Departmental/Faculty approval:**

Access to applicant data is also subject to Faculty/Departmental approval. As highlighted previously the data held in UCLSelect is protected and limited to those who have a legitimate requirement in processing the application. All new user requests must be supported by either the Faculty Tutor, Head of Department or Departmental Manager.

It is the responsibility of the user to notify Admissions should their role change and they no longer require access to the protected information for admissions purposes.

|  |  |  |
| --- | --- | --- |
| New user name | New user signature | Date |
|  |  |  |
| Faculty/Departmental approver | Approver signature | Date |
|  |  |  |

If you have any questions please do not hesitate to contact the Senior Admissions Officer of the relevant admissions team.