

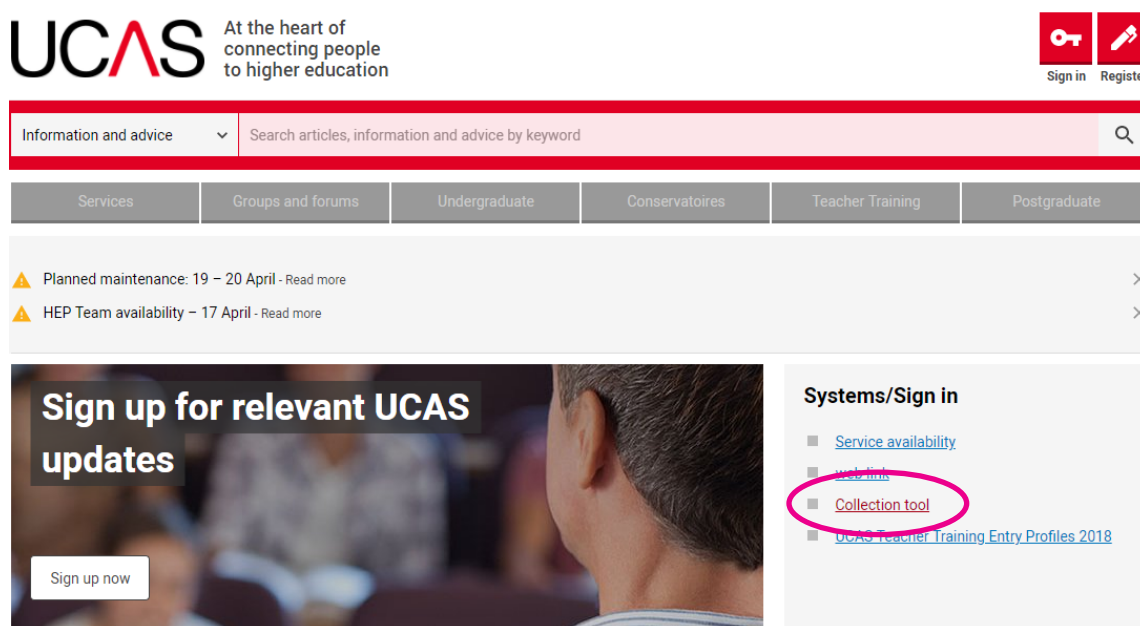
Navigating to UCAS Collection Tool



The **UCAS Collection Tool** is a (web-based) tool that allow us to publish, unpublish and update course and institution information that will then be made available on the main [UCAS.com](https://ucas.com) website and used in their Search tool for applicants. The Collection Tool covers all UG (2018 entry onwards), PGT and PGR courses (2017 onwards).

To access the UCAS Collection Tool navigate to [UCAS.com](https://ucas.com) then, from the top row of tabs, click **Providers**, and on the next screen that comes to view choose **Collection Tool** from the Systems/Sign in section on the right.

Sign in using your appointed UEA e-mail address and password then select **Go to Course Management** from the Dashboard screen to access the course details.



★ It is important to be aware that if you haven't signed up specifically for the Collection Tool then you must e-mail the Data and Systems Team on arm.dataandsystems@uea.ac.uk so your account can be activated. If however you have not got any provider login for UCAS at all then you will firstly need to register from the sign-in page before contacting us.