**Registration Guidelines: Unblocking Potential**

To apply for Unblocking Potential please follow the application instructions below.

All applications are completed online.

1.      To apply for an Undergraduate Continuing Personal and Professional Development short course please go to [www.ulster.ac.uk/applyonline](http://www.ulster.ac.uk/applyonline%22%20%5Co%20%22http%3A//www.ulster.ac.uk/applyonline%22%20%5Ct%20%22_blank)

2.      Under **FIRST TIME USERS**, click on the link to create your own Login ID and PIN.  Please keep a record of the Login ID and PIN you create for future use and note that the Login ID is case sensitive and must be entered exactly as you first created it in order for the system to recognise and authenticate it.

3.      Click on **Application Type** (dropdown box at the bottom of the screen) and choose **'Professional Develop Undergrad'**

4.      When completing the **'Admission Term'**, ensure that you choose the correct Academic Year.  The options available are *current academic year* or the *next academic year*.  In this case select the current academic year: **2022-2023**

5.      When completing the **'Programme Selection'**section of the application, please ensure you choose **'CPPD Modules Part-time'** and select the relevant campus, in this case **CPPD Modules DL BT PT** as the Programme Choice (this includes online short courses).

6.      Please give the full title of the short course you wish to study (use the short course title *exactly* as below):

**Title:** **Unblocking Potential – PPD190 & PPD277**

If you have any problems completing the online application or are unsure of any of the required details, please contact the Centre for Flexible and Continuing Education – FlexEd@ulster.ac.uk

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Please also complete the attached PDF document – ***CFE\_Application\_Flexible\_Pathways\_2022\_Unblocking\_Potential\_PPD190\_PPD277.pdf*** – and return it with evidence of eligibility via email to **FlexEd@ulster.ac.uk**