

# On Line Application

## How to use your account



Once you've registered and submitted your application you need to log in regularly to view communication we have sent to you (via the Mailbox tab), check the status of your application and take any action that is requested of you. You must **check your account** to keep up to date with what is happening.

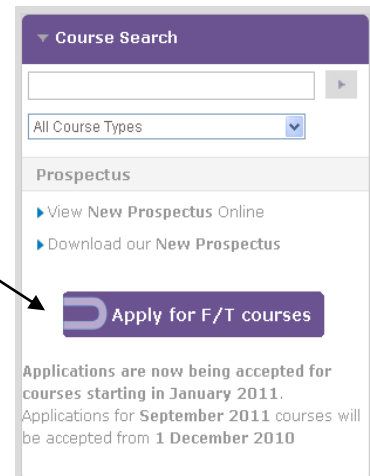
If you have given us a mobile number we will also send you text alerts when we send you Interview, Offer and Induction information, so it is important that you **tell us if you change your mobile number**.

The online application system will take you right through to the day you enrol on your course....and this is how it works!

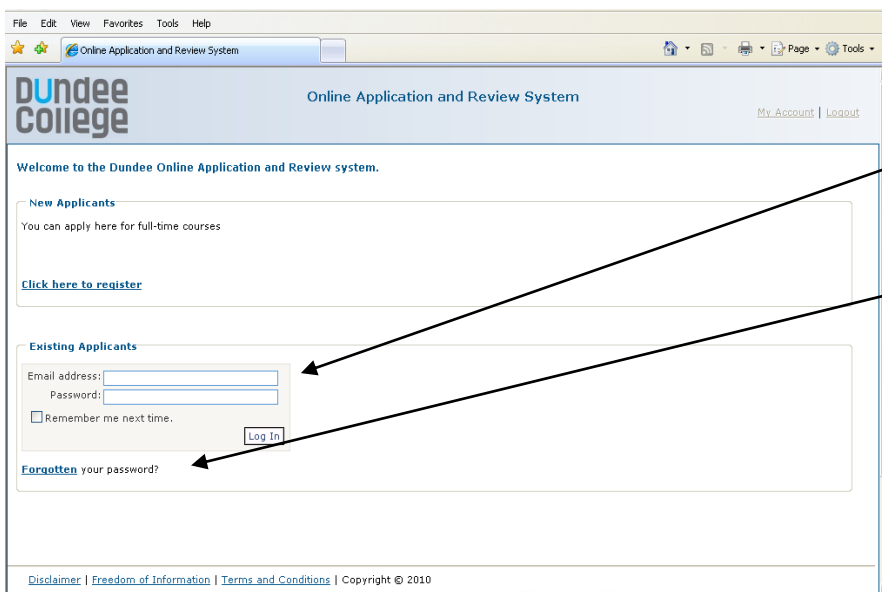
### Log in to your account.....

Type this into your browser → <https://cams.dundeecollege.ac.uk/CAMS/>

Or go to the College Web Site [www.dundeecollege.ac.uk](http://www.dundeecollege.ac.uk) and click here



This will take you to the login screen



Enter your email address and password in here. Then **LOG IN**.

If you have forgotten your password, click here for a new one to be emailed to you.

If you incorrectly log in too many times then you will be locked out. Email [application@dundeecollege.ac.uk](mailto:application@dundeecollege.ac.uk) with your name and date of birth and tell us what problem the problem is.

## Your Account looks like this!

Home Course Applications Funding Application Appointments Mailbox

Application Status:

Welcome to the Dundee Online Application system. Decisions on your applications will be communicated to you via email.

**Reference status**  
Reference requested

**Course Applications**  
Below are the course applications you have made through this system to date. You can view your completed application(s) by clicking on the icon beside the form name. If you have an incomplete application, you may edit or delete it.

Course Name	Date	Status	Actions
Pre Apprenticeship Introduction to Building	19/01/2011	We are reviewing your application and will be in touch soon, please be patient	

**Communication**  
Below are your sent and received communications with the college. To reply to or view a communication or to send a new message, click [here](#) to open the Communication page.

**Received messages**

Date	Time	Subject
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You will see the courses that you have applied for, with the start date and the status of the application.

You can CANCEL your application for a course by clicking on this cross.

Your emails, messages/communications are listed here. You can view copies of the emails sent to you through your MAILBOX Tab, at the top of the page.

## Communication is the key!

Home Course Applications Funding Application Appointments Mailbox

Mailbox

Below are your sent and received communications with the college. To reply to or view a communication click on 'View'.

**Received messages**

Date	Time	Subject	View
13/10/2010	15:15	Submission Successful	<a href="#">View</a>
19/10/2010	15:53	Interview	<a href="#">View</a>
08/11/2010	13:36	Conditional Offer	<a href="#">View</a>
08/11/2010	13:37	Referral To Alternative Course	<a href="#">View</a>
08/11/2010	13:40	Dundee College On Line Courses	<a href="#">View</a>
08/11/2010	13:40	Conditional Offer	<a href="#">View</a>
16/11/2010	17:15	Thank you for submitting your on-line funding application to Dundee College	<a href="#">View</a>

**Sent messages**

[New Message](#)

Click on the Mailbox Tab to view copies of the emails sent to you. Sometimes emails we send are blocked or end up in your Spam, so you should always look in here to check you have read everything we have sent to you.

You can send us a message if you need to by clicking here on **New Message**.

# What's happening with your applications?

**Application Status:**

Welcome to the Dundee Online Application system. Decisions on your applications will be communicated to you via email.

**Reference status**  
Reference requested

**Course Applications**  
Below are the course applications you have made through this system to date. You can view your completed application(s) by clicking on the icon beside the form name. If you have an incomplete application, you may edit or delete it.

Course Name	Date	Status	Actions
Introduction to Construction	24/01/2011	We are reviewing your application and will be in touch soon, please be patient	
Pre Apprenticeship Introduction to Building	19/01/2011	We are reviewing your application and will be in touch soon, please be patient	
Pre Apprenticeship Electrical/Plumbing Skills	19/01/2011	We are reviewing your application and will be in touch soon, please be patient	

The Course Applications Tab shows you the status of each application.

**Appointments**  
Below are your future appointments at the college. If you are unable to attend, please email us on [enquiry@dundeecollege.ac.uk](mailto:enquiry@dundeecollege.ac.uk)

Appointment Type	Course	Date	Time
We have arranged an interview for you and emailed you with details	Introduction to Care	13/12/2010	09:40
We have arranged an interview for you and emailed you with details	Preparation for a Career in Care	13/12/2010	09:40

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The Appointments Tab shows you if/when an interview is arranged. We will also send you an email and text alert about interviews.

**Course Applications**  
Below are the course applications you have made through this system to date. You can view your completed application(s) by clicking on the icon beside the form name. If you have an incomplete application, you may edit or delete it.

Course Name	Date	Status	Actions
Preparation for a Career in Care	10/01/2011	Reply to conditional Offer	<a href="#">Accept Offer</a> <a href="#">Reject Offer</a>
Introduction to Travel and Tourism	21/01/2011	We need your reference and/or proof of qualifications	

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If you are given an offer for a course you will see this in both the Home Page and the Course Applications.

You should Accept or Reject your offers here.

We will also send you an email and text alert about offers we make to you.

Still need help?

Application Status: [input field]

Welcome to the Dundee Online Application system. Decisions on your applications will be communicated to you via email.

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Reference requested

**Course Applications**  
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<b>Introduction to Construction</b>	<b>24/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	
<b>Pre Apprenticeship Introduction to Building</b>	<b>19/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	
<b>Pre Apprenticeship Electrical/Plumbing Skills</b>	<b>19/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	

If you have any other questions, click on Need Help, there are lots of answers to Frequently Asked Questions listed.

If Need Help doesn't help you, then please email [application@dundeecollege.ac.uk](mailto:application@dundeecollege.ac.uk) tell us your name and date of birth and ask your question.

When you have finished.....

Application Status: [input field]

Welcome to the Dundee Online Application system. Decisions on your applications will be communicated to you via email.

**Reference status**  
Reference requested

**Course Applications**  
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<b>Pre Apprenticeship Introduction to Building</b>	<b>19/01/2011</b>	We are reviewing your application and will be in touch soon, please be patient	
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Just Logout!

Remember to check back regularly!