sfc SIXTH*form*COLLEGE
CITY OF STOKE-ON-TRENT

STEP 1: TAKE A PASSPORT-STYLE HEADSHOT

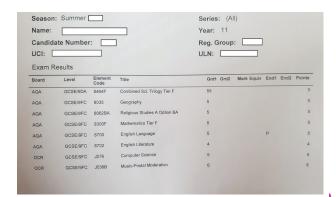Using one of our plain walls take a passport-style selfie of yourself.
Please make sure the photo is **unfiltered** and **remove any hats, sunglasses or masks.**

STEP 2: PHOTOGRAPH YOUR QUALIFICATIONS

Take an image of your GCSE Results which **clearly displays all of your qualifications, the grades you have been awarded and your full name.**

STEP 3: APPROVE

Before submitting your images please **ensure you have checked with a member of staff that both photos are appropriate and ready to be uploaded** onto your Cedar account.

STEP 4: LOG IN TO CEDAR

Visit **cedar.stokesfc.ac.uk**

SCAN HERE TO LOGIN

Your username will be your student ID number and **your password will be Sfc followed by your date of birth in a six digit format** (i.e. Sfc060705).
If you are having trouble logging into Cedar a member of staff will be happy to help.

STEP 5: UPLOAD YOUR SELFIE

On your Cedar profile page click **'Upload a new photo'**

STEP 6: UPLOAD YOUR QUALIFICATIONS

From your Cedar profile page, go to **'Upload your GCSE results'** then select **'Click or Drop files here to upload'**

STEP 1: OPEN CEDAR

Visit **cedar.stokesfc.ac.uk** or scan the QR code below:

LOG IN TO CEDAR!

STEP 2: LOG IN TO CEDAR

Your username will be your student ID number, this will be included in your Enrolment Pack

Your password will be Sfc followed by your date of birth in a six digit format (i.e. if you were born on 6th July 2005 your password would be Sfc060705).

If you are having trouble logging into Cedar a member of staff will be happy to help.

STEP 3: STAY LOGGED IN!

Once logged in please let us know and we will guide you to the next step.
Please stay logged in to CEDAR throughout your enrolment appointment!

WI-FI: PET-Events **PASSWORD:** #Enrolment23