

## 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**.

Season: Summer ☐ Series: (All)  
 Name:  Year: 11  
 Candidate Number:  Reg. Group:   
 UCI:  ULN:

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
AQA	GCSE/9DA	8464F	Combined Sci: Trilogy Tier F	55					5
AQA	GCSE/9FC	8035	Geography	5					5
AQA	GCSE/9FC	8062BA	Religious Studies A Option BA	5					5
AQA	GCSE/9FC	8300F	Mathematics Tier F	5					5
AQA	GCSE/9FC	8700	English Language	5			P		5
AQA	GCSE/9FC	8702	English Literature	4					4
OCR	GCSE/9FC	J276	Computer Science	5					5
OCR	GCSE/9FC	J536B	Music-Postal Moderation	6					6

## 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](https://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