

Direct Entry Key – Instructions for Applicants

A **Direct Entry Key** is a unique link that takes you directly to the application form for a specific course and year at the University of Manchester.

Step-by-step instructions:

1. Paste the Direct Entry Key URL provided into your web browser. You will land on the University of Manchester Application Portal.
2. If you do not already have an Application Portal account*, click **Create Account**.

If you already have an Application Portal account, you will need to clear your browser's cache before clicking the URL and logging in to the Application Portal.

3. Fill in your details and submit the form. After saving you'll see a "Successful Registration" page and receive a confirmation email.
4. After creating your account, **do not** log in from that page or the confirmation email. Instead, **go back to the original Direct Entry Key link**, click it again, and then log in.
5. After logging in, you will be shown the details of your course, click **Continue**.

New Application Logout

Please confirm the choices displayed below, before you continue, as these may not be changed once the application has been created.

You may revisit any of your choices by clicking on the 'edit' icon, adjacent to the value you wish to change.

Level of Study:	Undergraduate
Centre:	Manchester
Entry Year:	2024/25
Academic Programme:	BA (H) Archaeol & Anthr
Full-Time/Part-Time Study:	Full-Time
Academic Plan:	BA (H) Archaeol & Anthr
Intake:	September

Please note that Applications for this Academic Plan and Intake must be finalised and submitted on or before the closing date of 10/01/2024

Cancel Continue

If you don't see the above screen for your chosen course, clear your browser's cache. Then click once again on the Direct Entry Key URL. Do not log in by clicking on the link from the account creation email.

6. You are now in the application form and should complete all sections as instructed.

Please note – if you log out of the portal before submitting your application, when logging back in to continue, please ensure you log in via the standard application portal link to avoid creating a new application: <https://pgapplication.manchester.ac.uk/apply/signon.html>

After logging back in via the above link, you should see a list of applications including your incomplete application – click the **View** button next to it to continue with the application. If you do not see the list of applications, please log out and clear your browser's cache before logging back in.