

How to view your online applications

Please find below instructions on how to view the children attending your schools, starting secondary 2018 online application forms;

You will firstly need to log into your LGFL or USO account. If you not have either of these please contact me at admissions@hillington.gov.uk

The screenshot shows the myUSO website interface. At the top, there are logos for myUSO, mobile app download links (Google Play and App Store), the LONDON GRID FOR LEARNING logo, and social media icons (Twitter, Facebook, Instagram, and a User Guide button). Below the logos is a navigation bar with buttons for My Account, User Accounts, Email, AutoText, Pan London, Maps, USO-FX, Training, Resources, and Logout. The main content area displays a list of available pages, with a sub-section titled 'Reports' containing a list of report types such as 'Number of submitted applications per borough', 'List of submitted applications with Council Tax Reference', and 'Child search'. An arrow points from a text box below to the 'Reports' section in the screenshot. At the bottom, it says 'This site is operated by ATOMWIDE network solutions'.

Once you have logged into your account, please select 'Pan London' and then 'Reports'

Please note, if the parent has not selected you as their current school, you will not be able to view if they have completed an application.

I will contact you nearer to the closing date to advise you who has applied by paper so you do not chase parents who have already applied.

This is the default page of the Report section.

The following pages are available to you:

Reports

- Number of submitted applications per borough
- Number of submitted applications per phase
- Number of applications not submitted
- Number of applications submitted more than once
- Number of submitted applications by week
- List of submitted applications with Council Tax Reference
- List of submitted applications with associated Documents
- List of applications per borough
- Number of late applications per borough
- Number of late applications by week
- List of offer results
- List of current school applications
- Number of school preferences
- List of school offers
- List of secondary offers for primary students
- Child search

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Then you need to select 'List of current school applications' and you will be taken to the page below.

Current school applications

Borough: School:

Phase: to

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The top two drop downs should automatically be 'Hillingdon' and the name of your school.

Select 'Secondary' as the phase and then Export to an Excel spreadsheet if needed.