

How to Save Your Progress and Continue Later

For applicants who are not ready to finish the form in one sitting

IMPORTANT

Microsoft Forms does not have a Save Draft button. If you have completed part of the form and want to finish it later, you must submit the form as it is, then select Save my response to edit. You can then return using the same Microsoft account and continue completing the application.

Before you begin

You will need a Microsoft account. This can be:

- a personal Microsoft account, such as an Outlook.com, Hotmail.com or Live.com email account; or
- a Microsoft 365 work or school account.

You must know the email address and password for the Microsoft account. Never share the password with anyone.

Complete part of the form and save your progress

1

Open the application form

Open the application form using the link provided by Enovert Community Trust.

2

Complete as much as you can

Enter the information you have available. Select Next to move through the pages. When you are ready to stop and continue another day, move through to the final page of the form.

3

Select Submit to save part-way through

On the final page, select Submit even though the application is not yet finished. In this process, submitting the form is the first step needed to save the information already entered. Do not close the confirmation page.

Link the part-completed form to your Microsoft account

4

Select “Save my response to edit”

After selecting Submit, a confirmation page will appear. Select the green Save my response to edit button shown below. This is the important step that allows you to return and continue later. Do not close the page before selecting it.

Tel: 01753 582513

Email: ahaymonds@enovertct.org

Web: www.enovertct.org

Important thing you can do next

Save my response to edit

The save button appears on the confirmation page after submission.

5

Sign in to Microsoft

If asked, enter the email address for the personal Microsoft account or Microsoft 365 work/school account, select Next, and enter the account password. Follow any additional security checks shown on screen.

6

Confirm the response is saved

Wait for Microsoft Forms to confirm that the response has been saved. The part-completed form is then associated with the Microsoft account used to sign in.

Come back and finish the application later

7

Use the same Microsoft account

When you are ready to continue, sign in using exactly the same Microsoft account that was used to save the part-completed form.

8

Open the saved response and edit it

Open the saved response by going to [Microsoft Forms](#) and selecting the form you can then continue completing the remaining questions. When finished, submit the updated response again so the latest information is recorded.

If something goes wrong

Do not start a new form, create another account or share the account password. Make a note of any message displayed on screen and contact Enover Community Trust for assistance.