



**BILBOROUGH**  
SIXTH FORM COLLEGE

# 16-18 Further Education Bursary

# PayMyStudent (PMS) Application Guide September 2021

Please note: you will only be able to apply for the college bursary once you have enrolled on your course at Bilborough Sixth Form College

## Step 1 – Accessing PMS

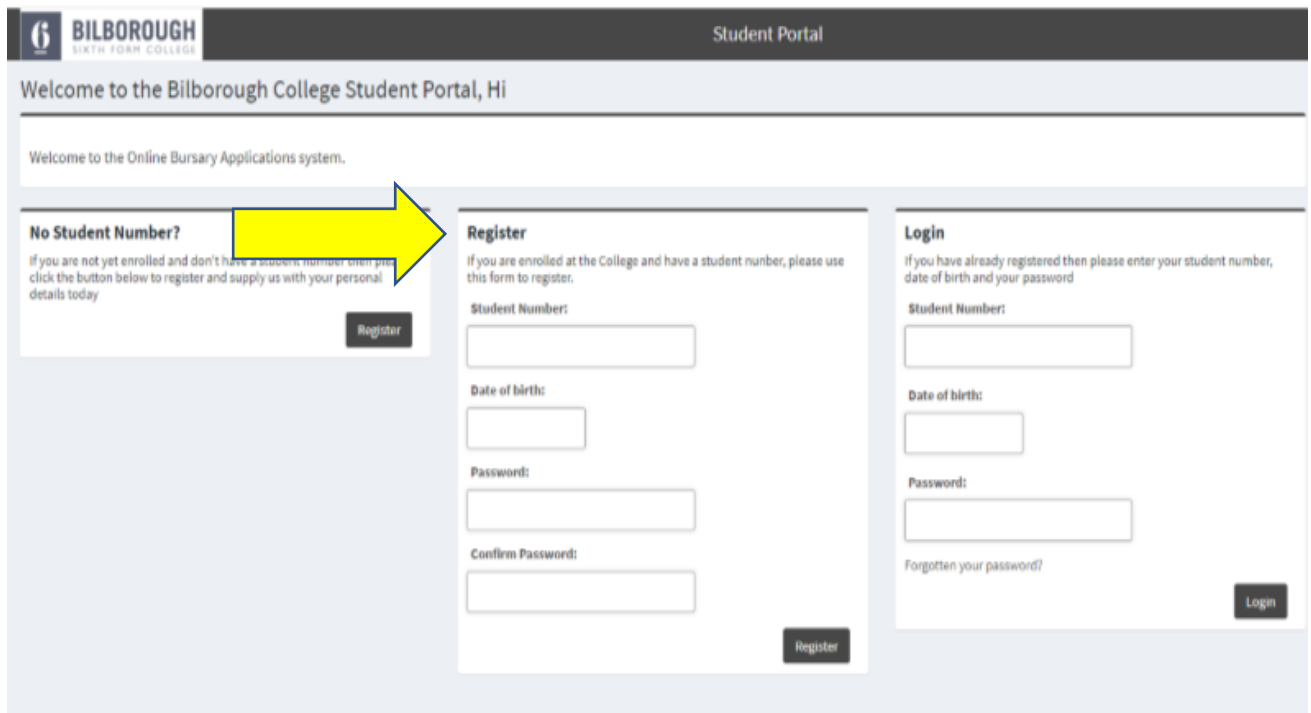
Type in the following web address :

<https://bilborough.paymystudent.com/>

## Step 2 – Registering

You will need to register.

- You will need your Bilborough student number BIL00\*\*\*\*\* this can be found on your paperwork that was issued to you when you enrolled or on your student ID card.
- Your date of birth should be 8 digits. Example 20/03/2003
- You can choose your own password.



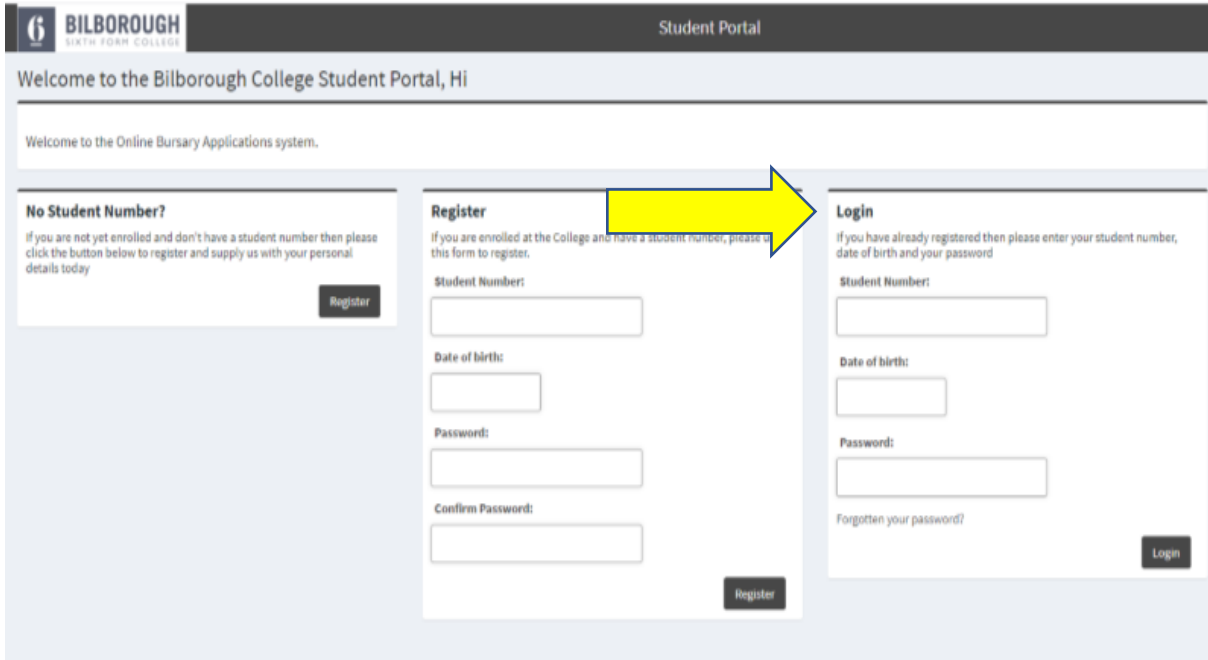
The screenshot shows the 'Student Portal' interface for Bilborough Sixth Form College. The page title is 'Welcome to the Bilborough College Student Portal, Hi'. Below the header, there is a message: 'Welcome to the Online Bursary Applications system.' The main content area is divided into three sections: 'No Student Number?', 'Register', and 'Login'. A yellow arrow points from the 'No Student Number?' section to the 'Register' section. The 'No Student Number?' section contains the text: 'If you are not yet enrolled and don't have a student number when you click the button below to register and supply us with your personal details today' and a 'Register' button. The 'Register' section contains the text: 'If you are enrolled at the College and have a student number, please use this form to register.' and four input fields: 'Student Number:', 'Date of birth:', 'Password:', and 'Confirm Password:'. There is a 'Register' button at the bottom of this section. The 'Login' section contains the text: 'If you have already registered then please enter your student number, date of birth and your password' and three input fields: 'Student Number:', 'Date of birth:', and 'Password:'. There is a 'Login' button at the bottom of this section and a link for 'Forgotten your password?'.

## Step 2- Activation

You will receive an email with a link to activate your account.

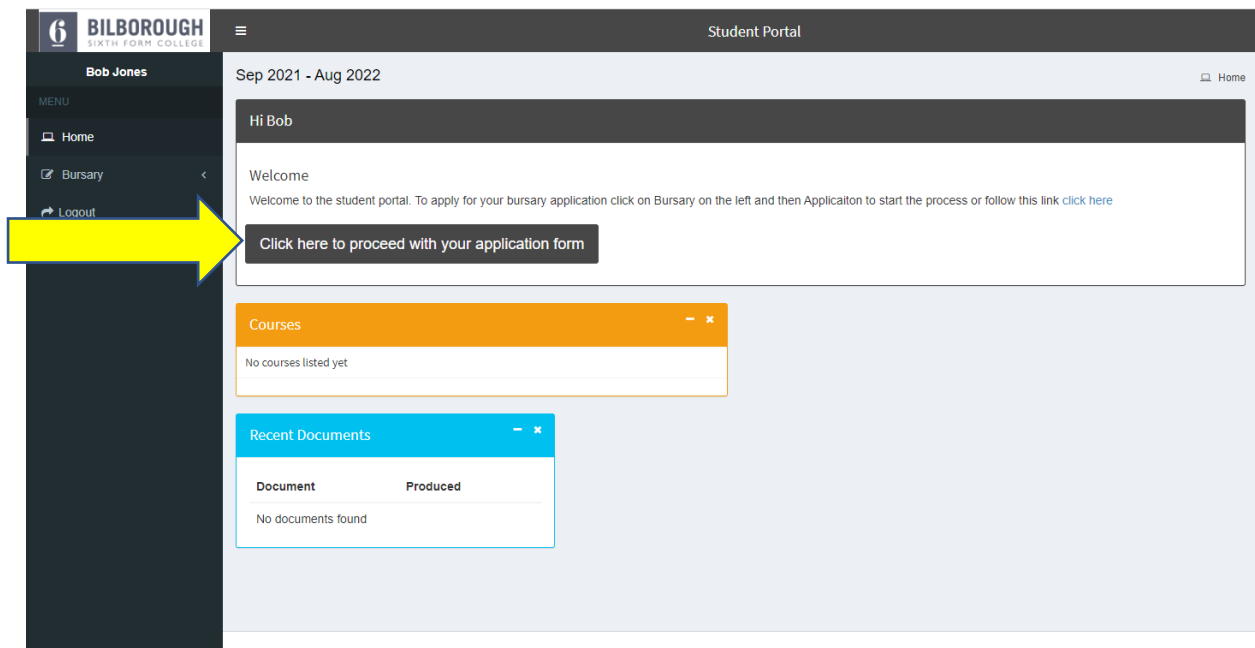
### Step 3 – login in

You will then login with your student number and password that you used to register.



### Step 4 – Application

You should now see this screen. Click to proceed with your application



Start your application. Financial support evidence examples can be found in the Financial Evidence Guide.

The screenshot shows the 'Financial Support Application' page in the Student Portal. The page title is 'Financial Support Application' and the breadcrumb trail is 'Home > Bursary > Application'. The user is identified as 'Bob Jones'. The page contains the following sections:

- Eligibility questions**: A heading followed by the text: 'We need to know a little more about your circumstances. Please answer the following questions. Your answers to these questions will go towards determining your eligibility for bursary funding. Once you have answered all the questions, click Next to continue.'
- Income level question**: A heading: 'We need to know about the level of income in your household. Please choose the option which best fits your situation. Required ?'. Below this are three radio button options: '£0 - £16,190', '£16,191 - £27,500', and 'Over £27,500'. The first option is selected.
- Living arrangements question**: A heading: 'Do any of the following categories apply to you (the student)? Do you currently live at home with parent(s)/carers Live independently A 'looked After Child' (eg in foster care or supported accommodation) A care leaver (have been in care for a period of at least 13 weeks after the age of 14) Required ?'. Below this is the text: 'Tick which applies to you.' and two radio button options: 'In Care' and 'In Care leaver'. The 'In Care leaver' option is selected.

Once you have uploaded your financial evidence and completed your application please ensure you sign the form and click submit.

The screenshot shows the 'Financial Support Application' page in the Student Portal after submission. The page title is 'Financial Support Application' and the breadcrumb trail is 'Home > Bursary > Application'. The user is identified as 'Bob Jones'. The page contains the following sections:

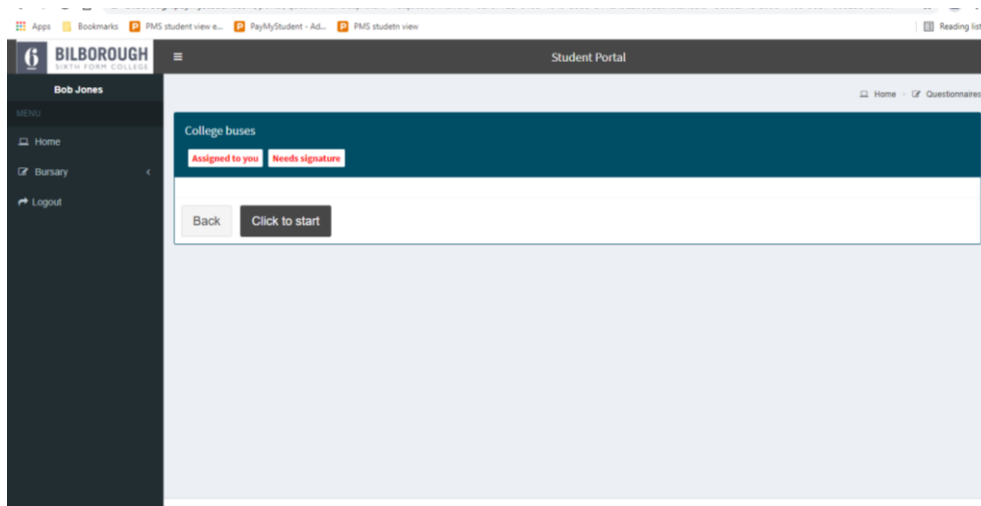
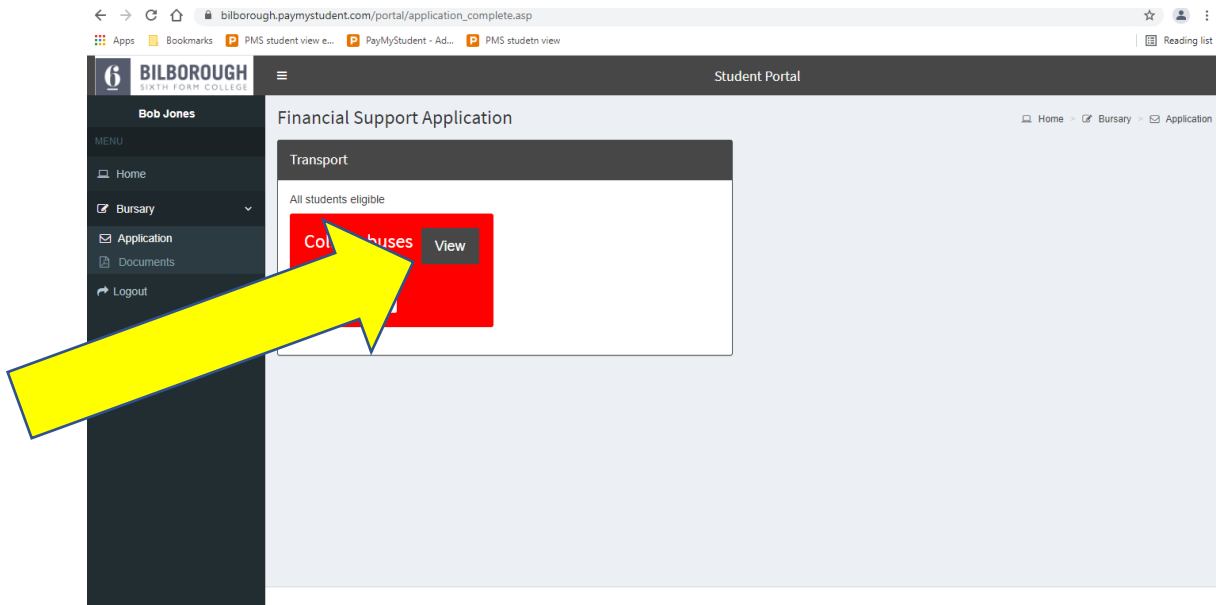
- Thank you**: A heading followed by the text: 'Your application has been submitted.' and a link: 'Back to home'.
- Have you completed your application?**: A heading followed by the text: 'If you have not completed your application, please click here to logout otherwise your application may not be processed'.

A large yellow arrow points from the 'Thank you' section towards the 'Have you completed your application?' section.

## College bus

If you have selected College Bus you will need to complete the college bus questionnaire. Please select which zone and route bus you require. Once you have completed the questionnaire it will ask for your signature.

Details of the dedicated college bus route and zones is on the college website <https://bilborough.ac.uk/students/transport/>

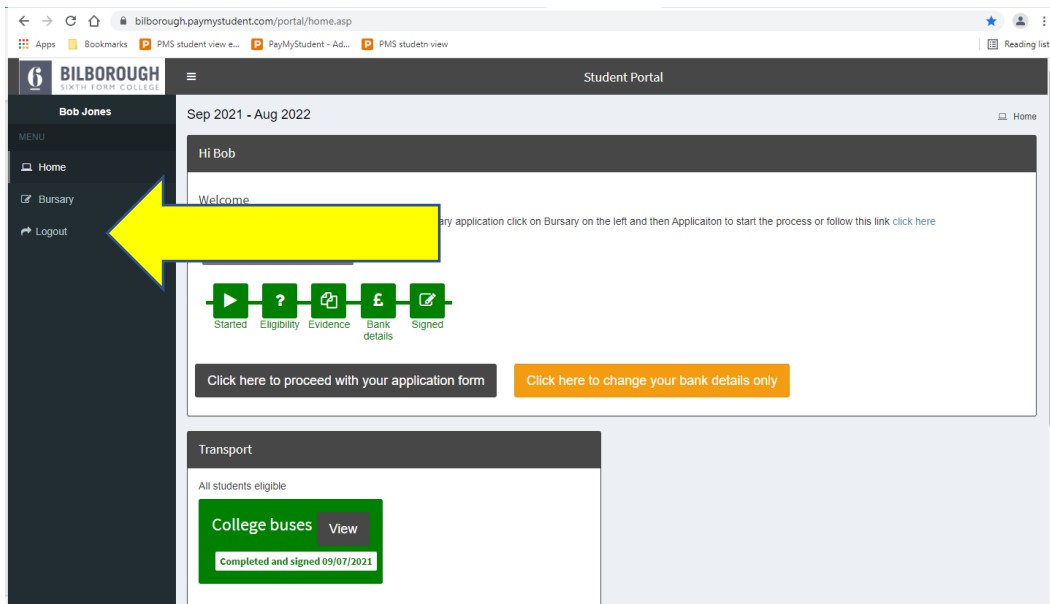


The screenshot shows a web browser window with the 'College buses' questionnaire. The page has a dark blue header with 'College buses' and '0% Complete' and 'Needs signature' indicators. A sidebar on the left contains 'Home', 'Bursary', and 'Logout'. The main content area has a dark blue bar with 'Please provide the following details'. Below this are two sections: 'Select Zone' with radio buttons for 1, 2, 3, and 4; and 'Select route' with radio buttons for 1 Tibshelf, 2 Mansfield Woodhouse, 3 Mansfield/Ravenshead, 4 Alfreton, 5 Swanick, 6 Heage, 7 Belper/West Hallam, 8 Morley, 9 Derby, 10 Chaddesden, and 11 Long Eaton.

Once you have completed the questionnaire click 'sign and finish'

The screenshot shows the same questionnaire with a modal dialog box titled 'Your signature is required'. The dialog contains the text 'Please use your finger or your mouse to sign your name inside the box above the line' and a signature box with the name 'Bob' written in cursive. Below the signature box is the text 'Click or press Submit when done' and 'Cancel' and 'Submit' buttons. The background questionnaire is dimmed, showing the 'Select Zone' and 'Select route' sections. At the bottom of the page, there are 'Back', 'Save and Exit', and 'Sign and Finish' buttons.

Sign the form (using your mouse/finger) click submit.



Once you have completed everything you must 'logout' otherwise your application may not be processed