



BILBOROUGH
SIXTH FORM COLLEGE

16-18 Further Education Bursary

PayMyStudent (PMS) Application Guide

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

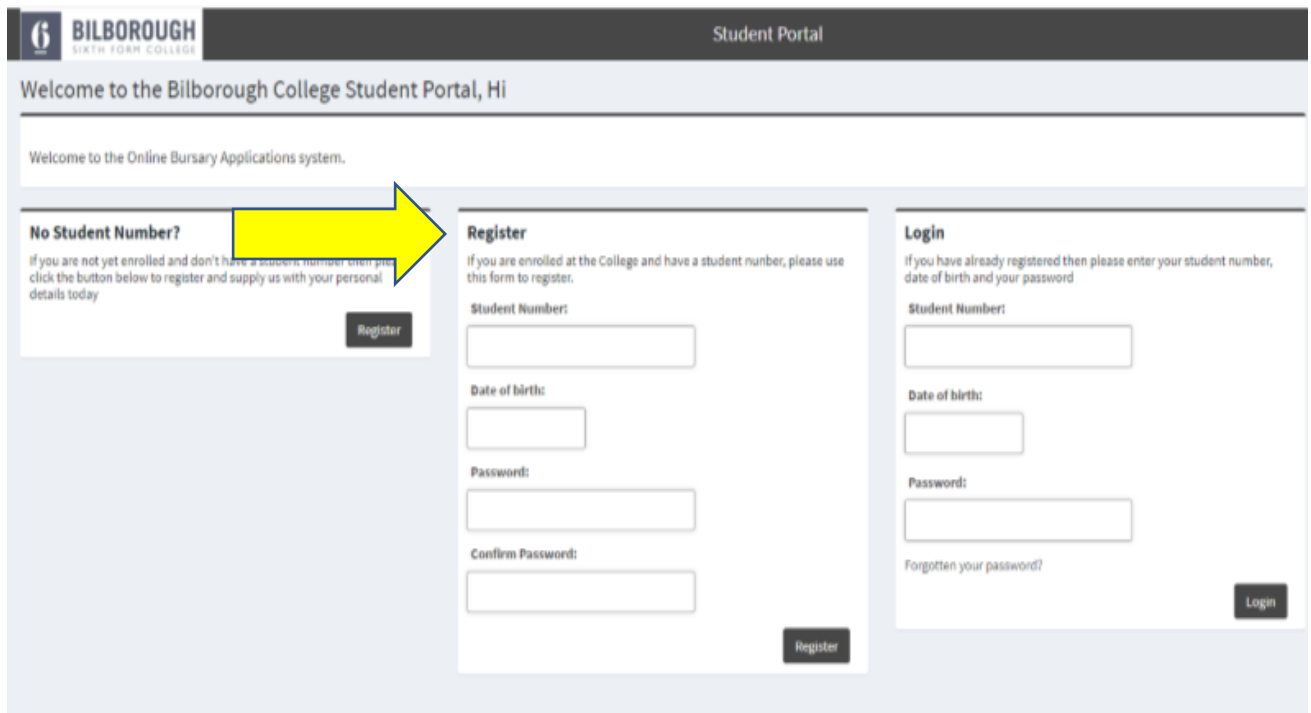
Type in the following web address :

<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 20/03/2006
- You can choose your own password.



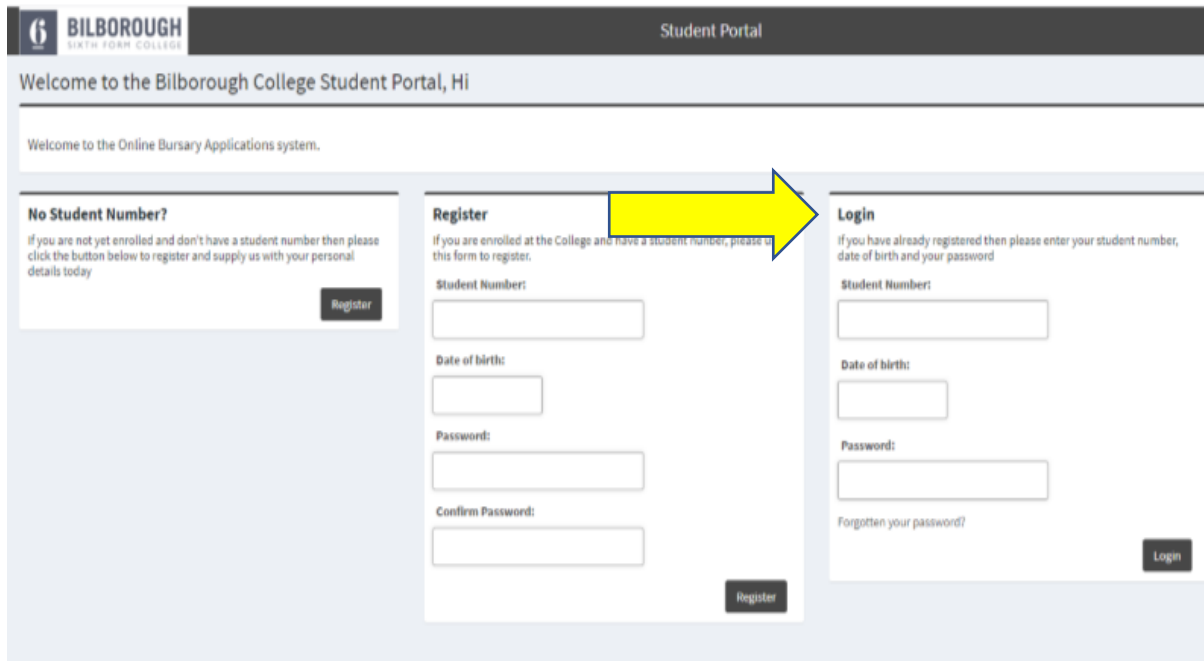
The screenshot shows the 'Student Portal' interface for Bilborough Sixth Form College. The page title is 'Welcome to the Bilborough College Student Portal, Hi'. Below the header, there is a message: 'Welcome to the Online Bursary Applications system.' The main content area is divided into three sections: '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

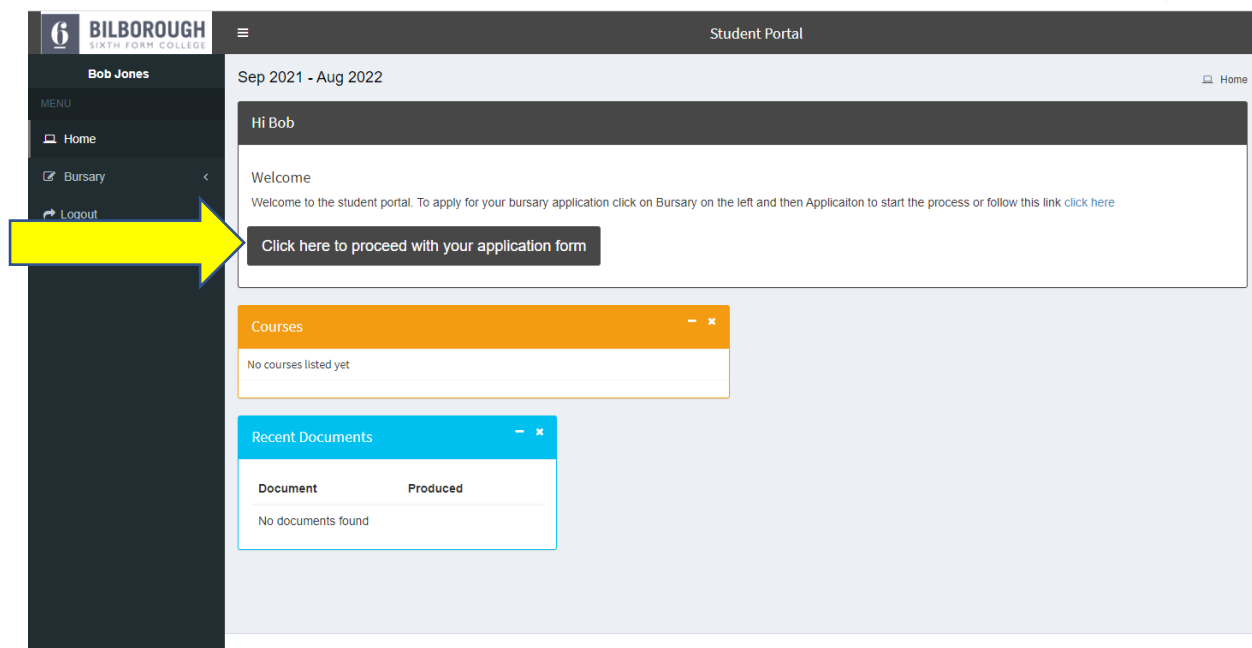
You will then login with your student number and password that you used to register.



The screenshot shows the 'Student Portal' interface for Bilborough Sixth Form College. It features a navigation bar with the college logo and the text 'Student Portal'. Below the navigation bar, a welcome message reads 'Welcome to the Bilborough College Student Portal, Hi' and 'Welcome to the Online Bursary Applications system.' The main content area is divided into three sections: 'No Student Number?' with a 'Register' button, a 'Register' form with fields for 'Student Number', 'Date of birth', 'Password', and 'Confirm Password', and a 'Login' form with fields for 'Student Number', 'Date of birth', and 'Password'. A yellow arrow points from the 'Register' form to the 'Login' form.

Step 4 – Application

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



The screenshot shows the 'Student Portal' interface for Bilborough Sixth Form College. It features a navigation bar with the college logo and the text 'Student Portal'. Below the navigation bar, a user profile section shows 'Bob Jones' and the date 'Sep 2021 - Aug 2022'. A 'MENU' is visible on the left side with options for 'Home', 'Bursary', and 'Logout'. A yellow arrow points to the 'Bursary' option. The main content area displays a 'Hi Bob' greeting, a 'Welcome' message, and a button labeled 'Click here to proceed with your application form'. Below this, there are two sections: 'Courses' with the text 'No courses listed yet' and 'Recent Documents' with the text 'No documents found'.

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

The screenshot shows the 'Financial Support Application' page on the Student Portal. The page title is 'Financial Support Application' and the user is identified as 'Bob Jones'. The page contains the following sections:

- Eligibility questions**: A section with 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 section with the text: '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'.
- Living arrangements question**: A section with the text: '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'.

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 on the Student Portal after submission. The page title is 'Financial Support Application' and the user is identified as 'Bob Jones'. The page contains the following sections:

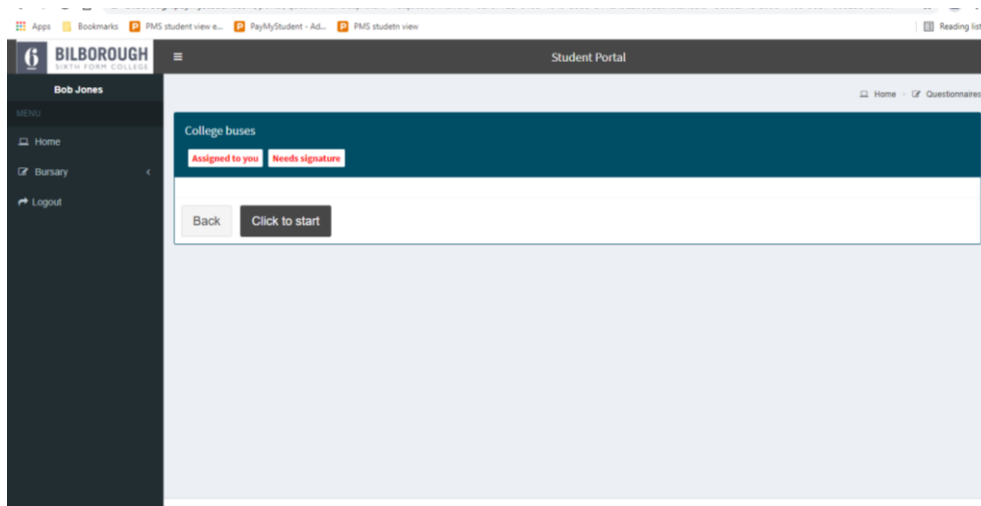
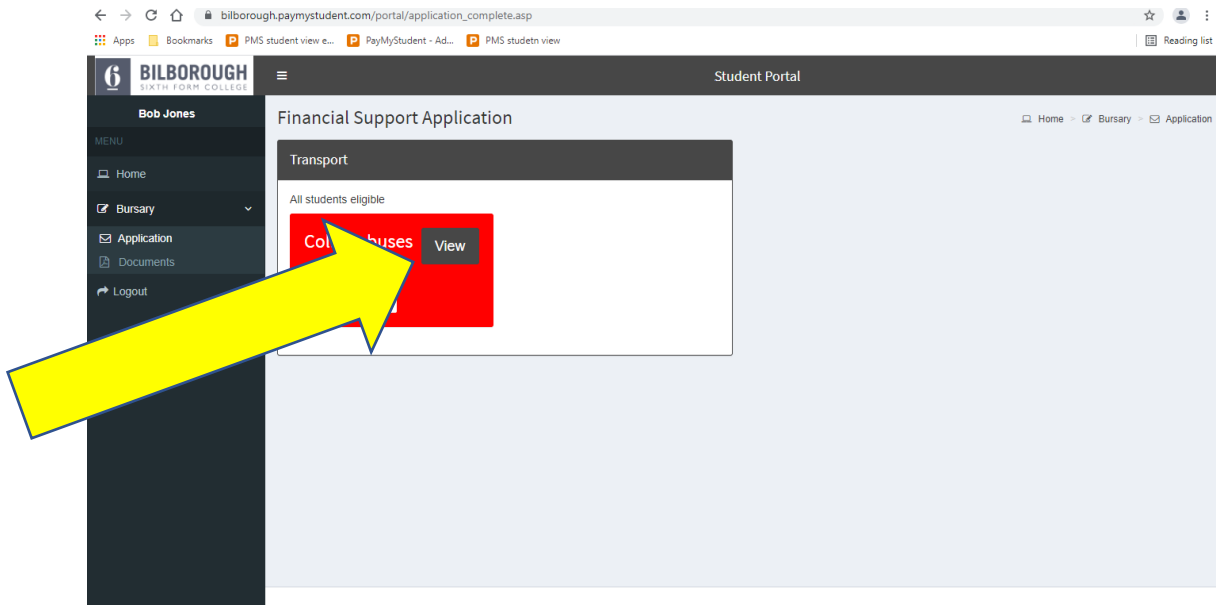
- Thank you**: A section with the text: 'Thank you Your application has been submitted. Back to home'.
- Have you completed your application?**: A section with the text: 'Have you completed your application? If you have not, please click here to log out otherwise your application may not be processed'.

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/>



College buses

0% Complete **Needs signature** Section(s) 0

Please provide the following details

Select Zone **Required**

1
 2
 3
 4

Select route **Required**

1 Tibshelf
 2 Mansfield Woodhouse
 3 Mansfield/Ravenshead
 4 Alfreton
 5 Swanick
 6 Heage
 7 Belper/West Hallam
 8 Morley
 9 Derby
 10 Chaddesden
 11 Long Eaton

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

Your signature is required

Please use your finger or your mouse to sign your name inside the box above the line

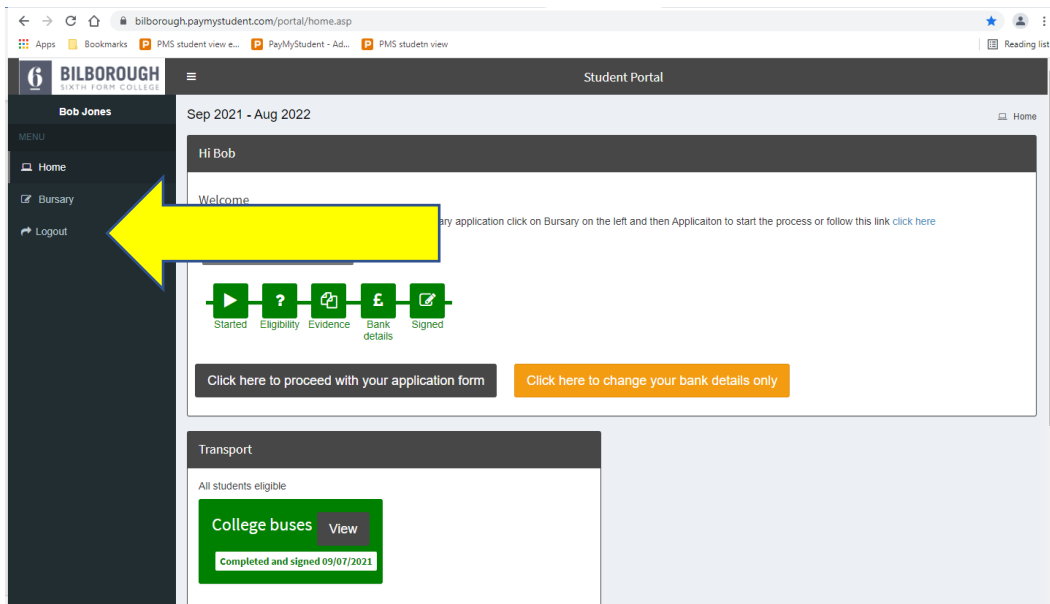
Bob

Click or press Submit when done

Cancel Submit

Back Save and Exit Sign and Finish

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



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