



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 Gateway College

16-18 Further Education Bursary

Step 1 – Accessing PMS

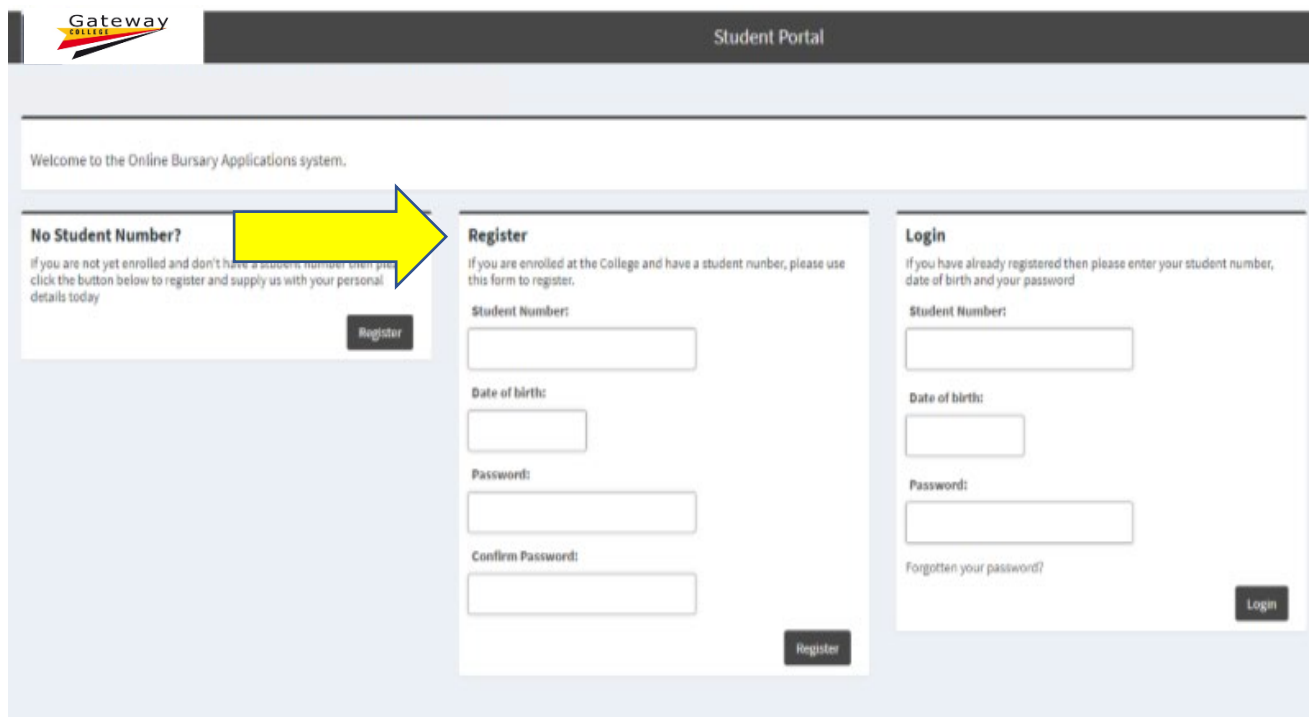
Type in the following web address :

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

Step 2 – Registering

You will need to register.

- You will need your Gateway student number D***** 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 Gateway Student Portal interface. At the top left is the Gateway logo, and at the top right is the text "Student Portal". Below the header, a message reads "Welcome to the Online Bursary Applications system." The main content area is divided into three sections:

- No Student Number?**: A section for users who are not yet enrolled. It includes the text: "If you are not yet enrolled and don't have a student number then please click the button below to register and supply us with your personal details today" and a "Register" button.
- Register**: A section for enrolled students. It includes the text: "If you are enrolled at the College and have a student number, please use this form to register." and a "Register" button. This section contains four input fields: "Student Number:", "Date of birth:", "Password:", and "Confirm Password:".
- Login**: A section for already registered users. It includes the text: "If you have already registered then please enter your student number, date of birth and your password" and a "Login" button. This section contains three input fields: "Student Number:", "Date of birth:", and "Password:". Below these fields is a link for "Forgotten your password?".

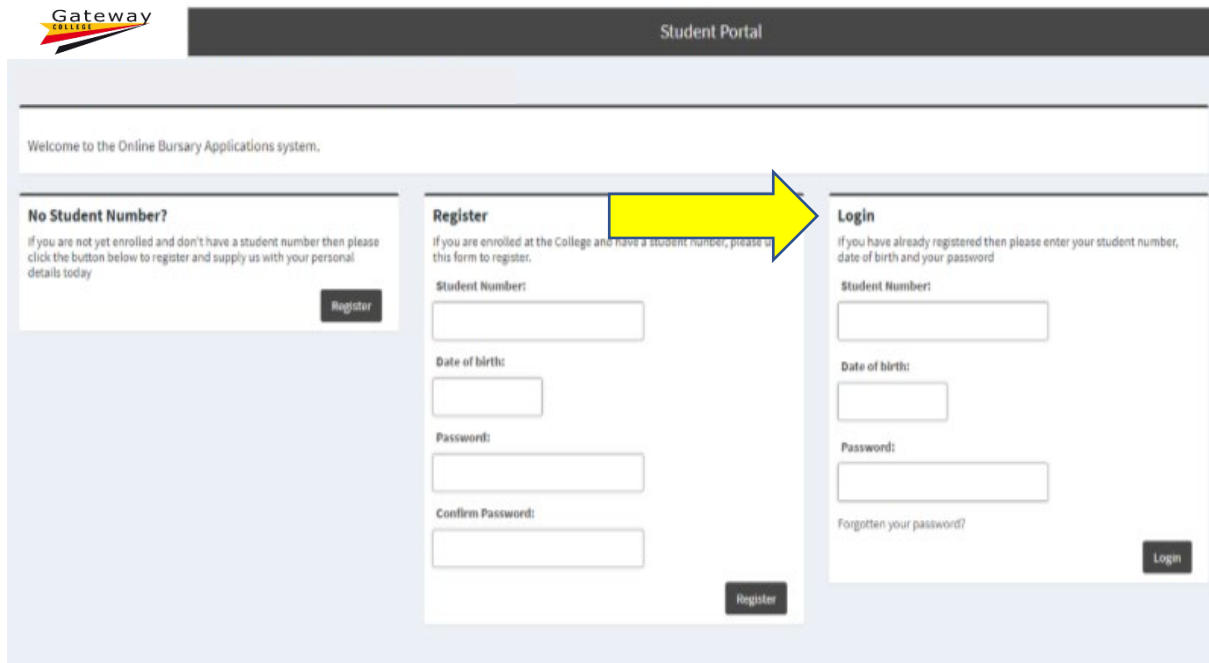
A large yellow arrow points from the "No Student Number?" section towards the "Register" section.

Step 2- Activation

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

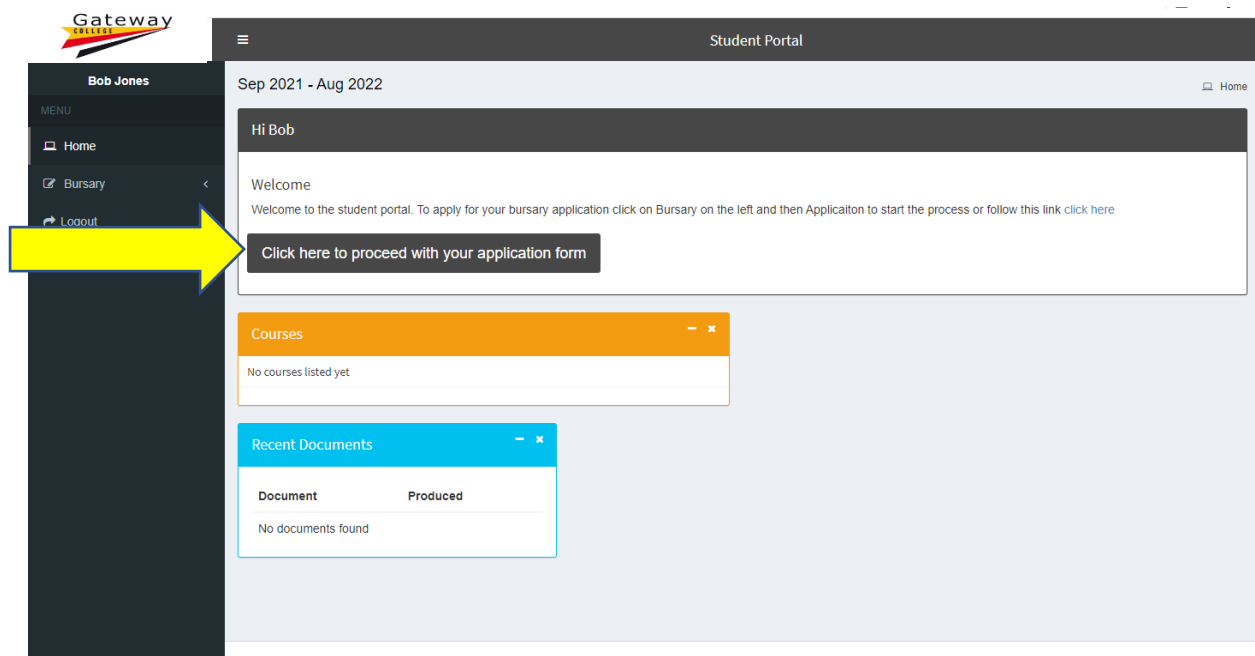
Step 3 – login in

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



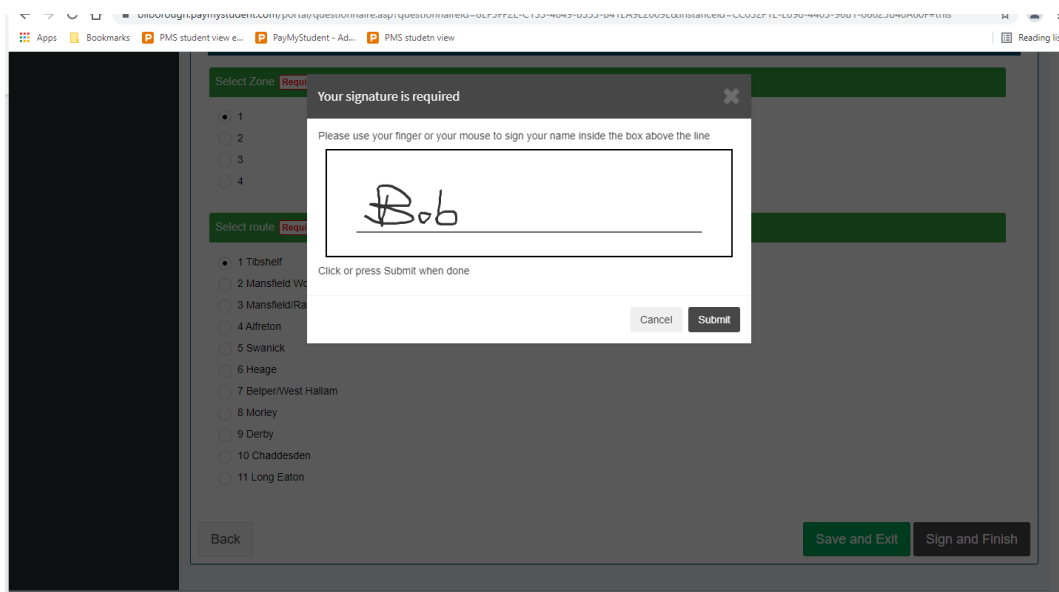
Start your application. Financial support evidence examples can be found in the Financial Evidence Guide.

The screenshot shows the Gateway Student Portal interface. The user is logged in as Bob Jones. The main content area is titled "Financial Support Application" and contains "Eligibility questions". The first question asks for household income level, with radio button options: £0 - £16,190, £16,191 - 27,500, and £27,501 or above. The second question asks if any categories apply, with radio button options: In Care and In Care leaver. Both questions are marked as "Required".

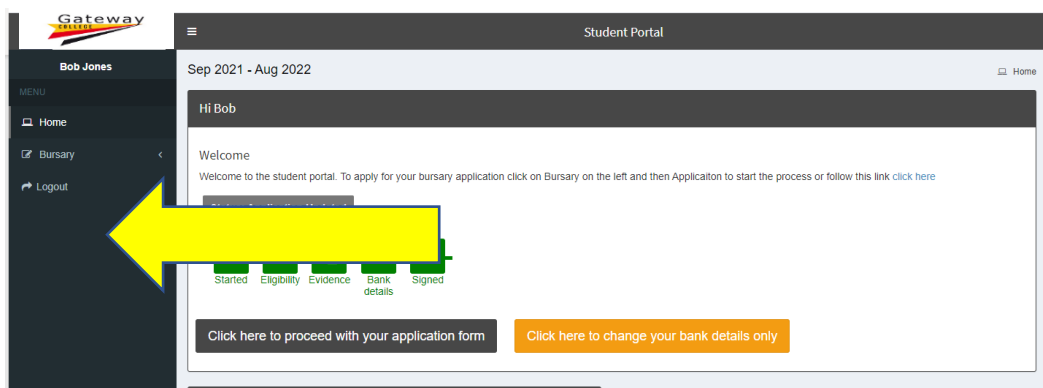
Once you have uploaded your financial evidence and completed your application please ensure you sign the form and click submit.

The screenshot shows the Gateway Student Portal interface after application submission. The main content area displays a "Thank you" message: "Your application has been submitted." with a "Back to home" link. A large yellow arrow points to the "Back to home" link. Below the message, there is a section titled "Have you completed your application?" with a "Back to home" link and a note: "If you have not completed your application, please click here to logout otherwise your application may not be processed".

Once you have completed the questionnaire click '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