

How to Register with PayMyStudent



To be able to complete a financial application form, you will first need to register with PayMyStudent.

PROCESS SUMMARY

- Go to the SGS College PayMyStudent Portal
- Register
- Activate your Account
- Complete your financial support application form(s)

GO TO PAYMYSTUDENT PORTAL

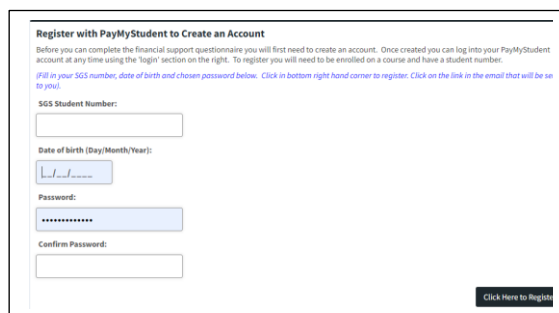
1. Go to the SGS PayMyStudent Portal, sgscol.paymystudent.com/portal/. You should now see the screen below.

The screenshot shows the 'Student Financial Support Applications Portal' for South Gloucestershire and Stroud College. The page has a dark header with the college logo and name. Below the header, a light blue banner reads 'Welcome to the SGS Online Financial Support Portal'. The main content area is white and contains a section titled 'REGISTER, LOG IN & COMPLETE THE FINANCIAL SUPPORT QUESTIONNAIRE'. This section includes a list of terms and conditions, a 'Please be aware' warning, and contact information. Below this, there are two columns: 'Register with PayMyStudent to Create an Account' and 'Login'. The registration column has input fields for 'SGS Student Number', 'Date of birth (Day/Month/Year)', 'Password', and 'Confirm Password', along with a 'Click Here to Register' button. The login column has input fields for 'SGS Student Number', 'Date of birth (Day/Month/Year)', and 'Password', a 'FORGOTTEN YOUR PASSWORD? - Click Here' link, and a 'Login' button.

REGISTER WITH PAYMYSTUDENT – WITH SGS STUDENT NUMBER

2. In the part of the form entitled 'Register with PayMyStudent to Create an Account', insert your SGS student number and your date of birth. Then create a password.

When finished click the 'Click Here to Register' button that can be seen at the bottom part of the screen. Your details will be pulled over from your SGS record to PayMyStudent.



Register with PayMyStudent to Create an Account
Before you can complete the financial support questionnaire you will first need to create an account. Once created you can log into your PayMyStudent account at any time using the 'login' section on the right. To register you will need to be enrolled on a course and have a student number.
(Fill in your SGS number, date of birth and chosen password below. Click in bottom right hand corner to register. Click on the link in the email that will be sent to you.)

SGS Student Number:

Date of birth (Day/Month/Year):

Password:

Confirm Password:

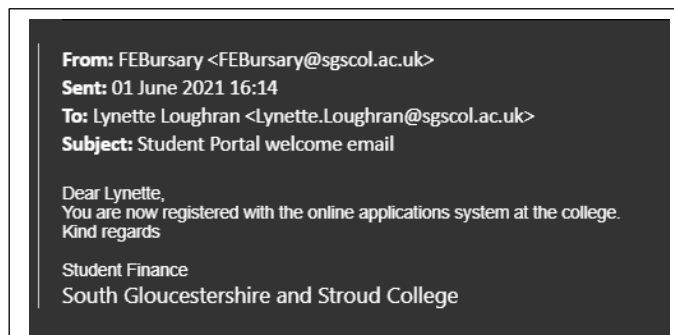
[Click Here to Register](#)

3. Check the email account that you noted on your College application form, (including your junk folder), for an activation email – click the link in your email to activate your account.

4. You will then receive a registration confirmation email.

If your account will not activate go to step 5 below.

If activated skip to step 6.



I CAN'T ACTIVATE MY ACCOUNT

5. If you are having problems activating your account then email mms@sgscol.ac.uk with the title 'Activation Request' in the header of the email. We will then manually activate the account for you and email you to let you know when this has been completed.

LOG INTO YOUR ACCOUNT AND COMPLETE THE APPLICATION FORM(S)

6. You can now go back to the main page of the SGS PayMyStudent Portal and login to your account using the login section on the right-hand side of the screen.

The screenshot displays the 'Student Financial Support Applications Portal' for SGS South Gloucestershire and Stroud College. The page is titled 'Welcome to the SGS Online Financial Support Portal' and includes a section for 'REGISTER, LOG IN & COMPLETE THE FINANCIAL SUPPORT QUESTIONNAIRE'. Below this, there are two main sections: 'Register with PayMyStudent to Create an Account' and 'Login'. The registration section contains fields for 'SGS Student Number', 'Date of birth (Day/Month/Year)', 'Password', and 'Confirm Password', along with a 'Click Here to Register' button. The login section contains fields for 'SGS Student Number', 'Date of birth (Day/Month/Year)', and 'Password', along with a 'FORGOTTEN YOUR PASSWORD? - Click Here' link and a 'Login' button. The page also features a '24 of 24 - Clipboard' icon in the bottom right corner.

LOG INTO YOUR ACCOUNT AND COMPLETE THE APPLICATION FORM(S)

Now you have an account you will be able to log in to PayMyStudent at any time and see the progress of your financial support application(s). On the 'Home Page' of your account you will be able to see what you have been awarded, and if any financial award has been made, when the payments are due, how much you will get, and if you are not paid – why you were not paid. You will also be able to see copies of any letters we have emailed you from PayMyStudent. You will also have received these letters to the email account you noted as being your main contact on your course enrolment form.