# 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.

elcome to the SGS Online Financial Support Portal	
Completing and submitting this questionnaire you are agreeing to:     The College's use of your data in accordance with COPR guidelines and regulations.     That you individuate the College' your to be longer need the financial support to attain your College course.     That you undividuate the College' your colleger need the financial support to attain your College course.     That you undividuate the College' your colleger need the financial support to attain your College course.     That you undividuate the College' your colleger need the financial support to attain your College course.     That you undividuate the College' your colleger need the financial support to attain your College course.     That you undividuate the College' your colleger weat the match your College course.     That you undividuate the College' your colleger weat the financial support to attain your college course.     That you undividuate the College' your college your are receiving funds: that you no floated at requerted, or the evolvence you updot.     The required evolvence is not updotaded, updoted at requerted, or the evolvence you updot.	ilidcare Support, Free College Meals and/or a Fee Walver or Legal Entitlements to help with your tuition fees). In the right to reclaim the full course fees and any support costs provided. ad is not eligible. This means that the processing of your application will be delayed and could lead to your application being declined or us running out of
efore your application is processed. We strongly suggest you read all instructions carefully, (see application page on the MMS webpage for more information - you have any questions or difficulties then contact mms@sgscol.ac.uk	www.sgscol.ac.uk/mms).
egister with PayMyStudent to Create an Account effore you can complete the financial support questionnaire you will first need to create an account. Once created you can log into your PayMyStudent count at any time using the Tagin' section on the right. To register you will need to be enailed on a course and have a student number. If in your SOS number, date of birth and chosen possword below. Click in bottom right hand corner to register. Click on the link in the enail that will be sent you. SOS Student Number:	Login Loginin your account by entering your student number, date of birth and your password below. If you can not remember your password, then click "Forgotten Your Password" link below. SGS Student Number:
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assword:	Password:
	FORGOTTEN YOUR PASSWORD? - Click Here
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## **REGISTER WITH PAYMYSTUDENT – WITH SGS STUDENT NUMBER**

 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 se to you).
SGS Student Number:
Date of birth (Day/Month/Year):
L-11
Password:
Confirm Password:
Click Here to Registe

- 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.
- 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.

From: FEBursary <FEBursary@sgscol.ac.uk> Sent: 01 June 2021 16:14 To: Lynette Loughran <Lynette.Loughran@sgscol.ac.uk> Subject: Student Portal welcome email Dear Lynette, You are now registered with the online applications system at the college. Kind regards

Student Finance South Gloucestershire and Stroud College

#### **I CAN'T ACTIVATE MY ACCOUNT**

5. If you are having problems activating your account then email <u>mms@sgscol.ac.uk</u> 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.

elcome to the SGS Online Financial Support Portal	
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completing and submitting this questionnaire you are agreeing to:	y, chiacare support, rice conege means ana/or a ree waiver of Legal Entitlements to help with your tallion lees).
The College's use of your data in accordance with GDP8 guidelines and regulations.     That, at the time of completion, all information provided, is accurate and correct.     Thatyou will advise the College if you no longer need the financial support to attend your College course.     That you winderstand that if their information is supplied, or you are receiving funds that you no longer reced to attend your course, that the College	e retain the right to reclaim the full course fees and any support costs provided.
iease be aware that we will not be able to process your application if the required evidence is not uploaded, uploaded as requested, or the evidence yo afore your application is processed. We strongly suggest you and all instructions canafully (see application page on the MMS suppose for more informed).	u upload is not eligible. This means that the processing of your application will be delayed and could lead to your application being declined or us running out of
you have any questions or difficulties then contact mms@sgscol.ac.uk	un in magazazan (min),
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## 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.