

Quick Guide To PayMyStudent

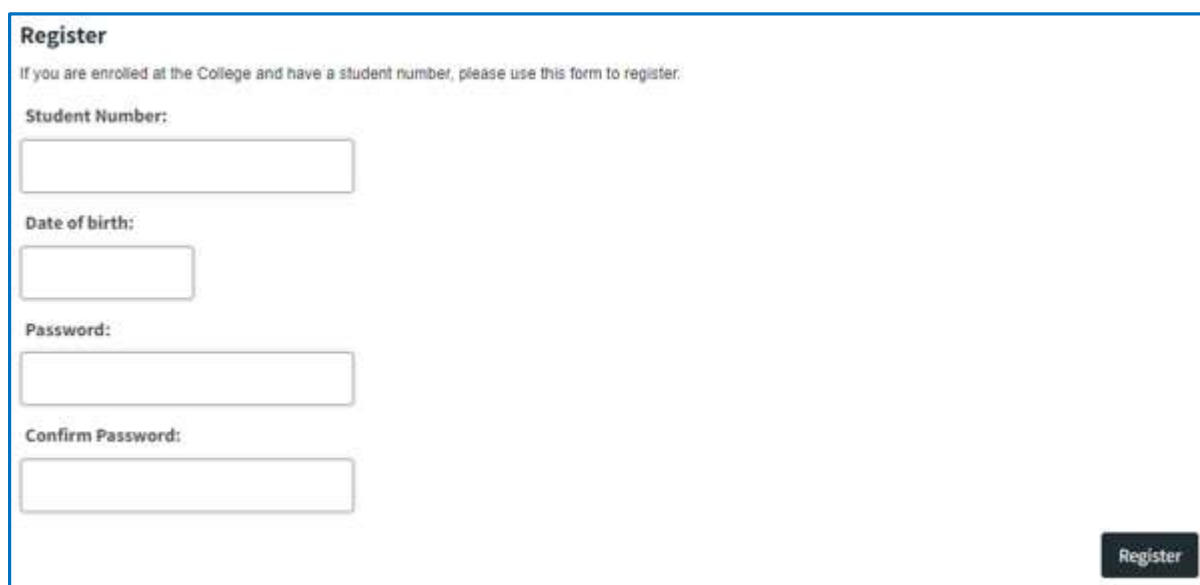
Before you start your application using the Pay My Student Portal you must:

- Enrol on your course at B&FC
- Ensure that you have access to your college email.

To apply for financial support:

Existing students can skip straight to logging on through Microsoft if they have activated their account in a previous academic year, new students will need to register first and follow the below process:

1. Register on Pay My Student (using your college Student number and create a password) at <https://paymystudent.blackpool.ac.uk>



The screenshot shows a registration form titled "Register". Below the title is the instruction: "If you are enrolled at the College and have a student number, please use this form to register." The form contains four input fields: "Student Number:", "Date of birth:", "Password:", and "Confirm Password:". A "Register" button is located in the bottom right corner of the form.

2. Log into your B&FC e-mail account. You should have received a "student portal activation" e-mail from PayMyStudent. Please click the link in the e-mail. You will then receive a separate e-mail confirming your account has been registered.
3. Now your account has been created, you can log into the PayMyStudent portal using your B&FC log in details (sent to your personal e-mail when you enrol)

Login using your Microsoft account

You can login using your college Microsoft account once you have registered and activated your account.



4. Select "Click here to start your application" and complete to the application by following the guidance and uploading the required evidence

To apply for Student Support Funding, please complete your application and provide the required evidence when prompted.

[Click here to start your application](#)

[Click here to change your bank details only](#)

[Click here to upload evidence](#)

5. The following page should list your details. If everything is correct, please select “Next”, located at the bottom right of the webpage.
6. Please ensure you select the appropriate application:
 - a. **Further Education** for 16-18 & adult students **NOT** studying HNC/D, Foundation Degree or Full Hons programme
 - b. **Higher Education** studying HNC/D, Foundation Degree or Full Hons programme
7. Please continue to work through the questions confirming your information and clicking “Next”,
8. You will be required to upload evidence to support our decision to award financial support. Please upload all types of evidence required

Your answer: Universal Credit

All of these evidence documents are required:

[Click here to upload](#)

9. You may also be required to upload your bank details to PayMyStudent if you are aged 19+ or are applying for the 16-18 Vulnerable Bursary
10. Review the **Application Summary**, sign the **Declaration & Privacy Notice** and **submit your application**.

If you are having issues with your password our IT knowledgebase and service desk are available [here](#) which you can use to contact IT Services in the unlikely event of IT issues. Alternatively give us a call on 01253 504222 or come and see us at G107c (behind the LRC) at Bispham Campus or CH111 (Within the LRC) in the Hub Building at the University Centre Campus. Alternatively, you can visit the reception desk at University centre, Gateway campus, Bickerstaff House or Seaside to have your password reset.

Applications will only be assessed when all the relevant information and evidence has been provided.

Within 3 working days you will receive a letter via your college email stating whether your application has been successful and what financial support you are entitled to. The time taken to process applications may be longer during busy periods, especially during August and September.

Students can check the progress of their application by logging into their pay my student account, clicking on the “Home Page”. If further evidence or information is required to process your application, you can see this in your application portal. You will also be contacted by the support funds team to update your application. Please ensure you check your student e-mail address regularly for any comms.