Quick Guide To PayMyStudent

https://blackpool.paymystudent.com/portal/

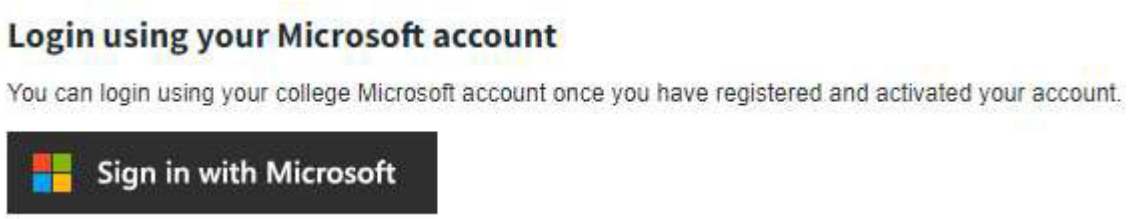
Before you start your application using the Pay My Student Portal you must:

- Enrol on your course at B&FC
- Wait approx. 24hrs after enrolling on your course, so that you will be able to access your B&FC college email.

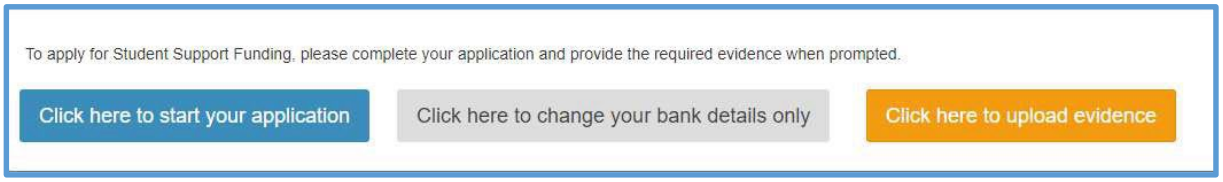
To apply for financial support:

Existing students can skip straight to point 2 and proceed to logging on through Microsoft. New students will need to start at point 1 and go through Multi Factor Authentication (MFA).

1. Firstly, you will need to ensure you have followed the instructions in your welcome email and set up your multifactor authenticator (MFA) to log on securely. Register for Multi Factor Authentication (MFA) at www.office.com where you will be prompted to:
   - Register for self-service password reset
   - Register for Multi Factor Authentication (MFA)
   - Change your password
   - Download Office 365 apps on to your personal device.
2. Log into the PayMyStudent portal using your B&FC log in details (sent to your personal e-mail when you enrol)



3. Select “Click here to start your application” and complete to the application by following the guidance and uploading the required evidence



4. The following page should list your details. If everything is correct, please select “Next”, located at the bottom right of the webpage.
5. 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
6. Please continue to work through the questions confirming your information and clicking “Next”,
7. You will be required to upload evidence to support our decision to award financial support. Please upload all types of evidence required

8. 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
9. Review the **Application Summary**, sign the **Declaration & Privacy Notice** and **submit your application**.

Help with your B&FC password / account:
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 Seasiders to have your password reset.

If you need help with applying in person:
During the enrolment period at **Bispham Campus** (August / September) please visit the Finance Support and Careers Team glass pods in Reception.

Throughout the year, you can find help in person at the following locations:

- **Bispham -** glass pods near the main in Reception at the Bispham Campus and in South
- **University Centre -** inside the entrance to South Building.
- **Seasiders Learning Centre -** please speak to your Student Support Officer.
- **Gateway Campus**, **Bickerstaffe House, LEHQ -** please visit reception

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.