HOW TO CREATE AN ACCOUNT – PAY MY STUDENT

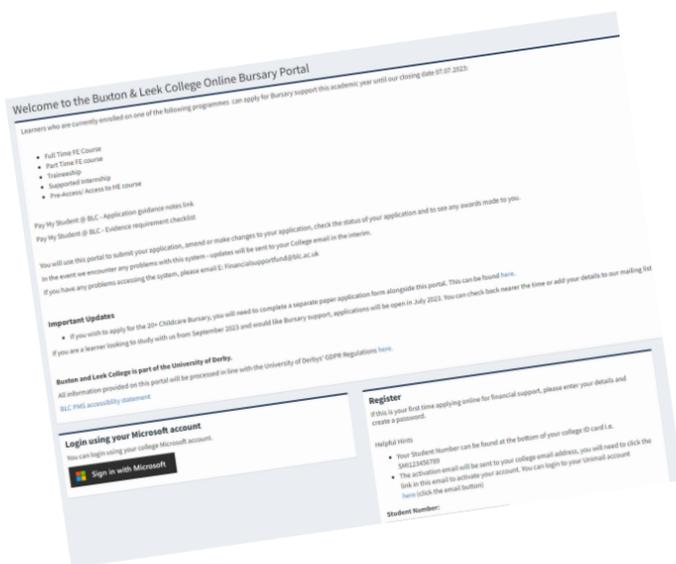## 1 VISIT THE WEBSITE

Type: blc.paymystudent.com into your web browser.

2 REGISTER

If this is your first time applying online using the portal, you will need to register for an account.

3 STUDENT ID

Your Student Number can be found at the bottom of your college ID card i.e. SMI123456789. You will get access to this at enrolment if you are a new starter

BUXTON & LEEK COLLEGE

Student Card
Expires 15/09/2018
ID Number SMI12354678

Carol Smith

Hospitality & Catering

4 ACTIVATION EMAIL

EXAMPLE EMAIL

The activation email will be sent to your college unimail address, you will need to click the link in this email to activate your account. You can login to your Unimail account here (click the email button on the webpage)

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5 LOGIN

Once you have activated your account. Go back to the portal. Using the details you registered with - you should now be able to login

Login
If you have already registered then please enter your details below.
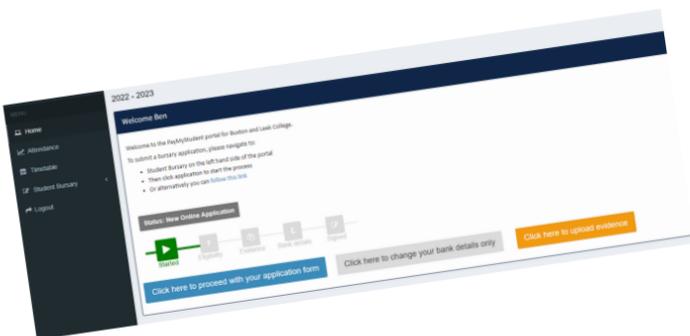Student Number:
Date of birth (DD/MM/YYYY):
Password:
Password Reset
Login

6 WELCOME TO PAY MY STUDENT

You can now submit an application form and keep check on all things Bursary related

7 FORGOTTEN PASSWORD

Don't worry you can reset this at any point by going to: blc.paymystudent.com/portal/forgot_password.asp

Forgotten your password?
Please enter your details below to recover your password.
Your details
Student number:
Date of birth:

8 SUPPORT TEAM

Contact our Bursary Adviser
Financialsupportfund@blc.ac.uk
T: 01298 330 817