

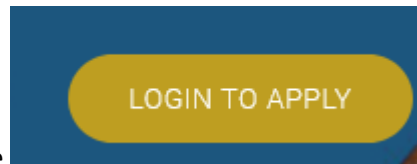


SIG Online Scholarship Application - Quick Guide

Registration

In order to access the system you have to be registered. During registration you will be required to provide the following information:

1. A valid email address
2. A passport-sized recent photo of yourself



To Login, click on the button that is displayed on the banner of the website.

1. You will be taken to the login page.

Log in

A screenshot of a web login form. It features a title 'Log In *' at the top. Below the title is a text input field with a user icon on the left and a dropdown arrow on the right, containing the placeholder text 'Enter your Username'. Underneath is another text input field with a star icon on the left and the placeholder text 'Enter your Password'. Below the password field is a blue link labeled 'Forgot Password?'. At the bottom left is a 'Log in' button, and at the bottom right is a blue link labeled 'Not registered? Click here to register.'

1. If you have an existing account, you may now log in normally with your username and password.
2. If you are not yet registered click on the link at the bottom right corner of the login window to register.
3. Once you clicked the registration link, you will be presented with the registration form.

Create new account

Email address *

Username *

Password *

Confirm password *

Provide a password for the new account in both fields.

ID Photo *

Upload a recent passport-sized ID of yourself.

One file only.

2 MB limit.

Allowed types: png gif jpg jpeg.





Family name *

4. Once you have entered all the necessary information, Click the 'Create New Account' button.
5. You will immediately be logged in to the system and will be able to start applying for a scholarship.

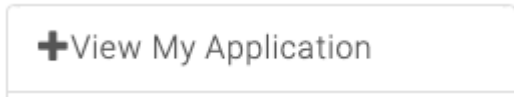
Start your Scholarship Application

Once you are logged in you will see a number of information menu on the right side of the website.

One of the useful menu is the **My Accounts** menu.

 View My Application
 My Account Details
 Edit My Account Details
 Logout

Here you will have a link to start your application or edit the details you have provided during registration.



Click the button to start the application process.



To start your application click on the button.



If you have an incomplete application you can click on the button to continue your application.

Completing your scholarship application

The Online Scholarship Application comprises 10 sections to make in manageable and less cluttered. Note that all your personal details were already entered during registration.

The sections are:

1. Personal Status and Emergency contact
2. Previous Scholarships
3. Academic (Study) History
4. Work History – Applicable only for In-Service applicants
5. Employer/Member Endorsement
6. Proposed Scholarship details
7. Research – Applicable only for Masters Thesis and PhD applicants
8. Future Employment
9. Declaration
10. Summary

Personal Status
Previous Scholarships
Study History
Work History
Application Endorsement
Proposed Scholarships
Research
Future Employment
Declaration
Summary

Figure 1 This menu displays your current position within the application process

Navigating through the application process

As you complete each form, you will be able to navigate to the next section using the **Next** and **Previous** buttons.

Saving your application

Each section of the application is saved once you have completed it and moved to the next section. You can also go back to the previous sections to edit your information.

Editing your application

Your application remains open until you have submitted it. You may login and continue to fill your



CONTINUE MY APPLICATION

application by Clicking on the **Account** menu.

button located on the **My**

Submitting your application.

1. The final submission for the scholarship application happens when you complete the Declaration Form and have checked the integrity and accuracy of the information you have provided.
2. Once you have submitted the application, you can only access the **Summary Page**.
3. **Only applications that were completed and submitted before the due date will be considered.**

Further Queries

For further queries, send your emails to applications@sitesa.gov.sb.