Student Services

MyFunding Guide for Students

MyFunding

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MyFunding Background

MyFunding has been introduced to improve and simplify the Social Work Bursary (SWB) application process and to give students more up to date access to their SWB application.

Once you have registered for a MyFunding account you will be able to view and monitor the progress of your application, whilst allowing you to keep your personal information, such as change of address, bank account details and changes to your personal circumstances up to date. You will also be able to upload completed applications and supporting evidence and see what supporting documents we have received from you.

Once your application has been processed you will be able to view your notification of award which sets out your bursary in more detail and lets you know when you can expect to receive your payments.

Register a new account

To register a new account follow the 'Log into MyFunding' link on our **website**.
You will then need to click on the **Start now** button.

Register for a MyFunding account

Easily manage your Social Work Bursary by signing up for a MyFunding account.

By registering a MyFunding account, you can easily:

- Apply for Social Work Bursary funding
- Update your personal details
- Check the status of your enrolment
- See when your next bursary payment will be paid

In order to register a MyFunding account you will need:

- An active email account
- Your postal address and contact information

Registering takes around 5 minutes.

Start now >

Already registered? Sign in to your MyFunding account.

Registration questions

Have you applied for a social work bursary before?

- This question allows us to link your account to our previous records if you have received a social work bursary previously. This enables us to process your application more quickly.

What are your contact details?

- We ask for your email address and phone number here. This enables us to contact you if we need any further information regarding your application.

What is your name?

What is your Date of Birth?

- This allows us to check your identity in order to assess your application.

What is your address?

- You should provide your building name or number and lines 1 to 3 of your address, as well as the town or city you live in and your correct post code. This allows us to return any documents you have submitted.

Choose a username and password

- Your **username** should be no more than 35 characters in length and should only include letters and numbers. This will be used to log into your MyFunding account once registered
- Your **password** must be between 8 and 35 characters long and contain at least three of the following: uppercase letter, lowercase letter, number, symbols !#£$_@

Check your details

When you have finished the registration form, MyFunding allows you to check the details you have entered and make any changes if you wish, prior to submitting the form.

What happens after you click register?

As soon as you hit register you will be sent an email with an activation link in it. You are also given your Personal Reference Number (PRN). In order to log into your account you must first activate it by accessing your emails and clicking on the link.

Activation Email

You will receive an email from us with a link to click on which will activate your account.

What to do if you do not receive the email?

Firstly check your spam/junk mail as your email account may have filtered our email to this folder.

If the activation email is not in your spam/junk mail, you should register again, however the email address and username used to register for the first time will be unavailable to use for the next four days, as this is how long it takes for your un-activated account to be automatically removed from our records.

If you do not receive the email telephone us on:

Telephone: 0300 330 1342
Textphone: 18001 0300 330 1342

We are open Monday to Friday 8am to 6pm and Saturday 9am to 3pm.

What to do if you click on the link and it has expired?

If you have clicked the link within the 72 hours, you should first check you are able to log in to your account as the link may have already been activated by double clicking on it. If you have clicked on the link outside of the 72 hours, your account will need to be re-registered.

Your MyFunding account in detail

Logging onto your account

Once you have registered you can access your account via our website
www.nhsbsa.nhs.uk/social-work-students

To log into your account you will need the username and password you used when you first registered.

Manage your Social Work Bursary
Sign in to MyFunding

Username

Password

Sign in

Forgotten your password?

Forgotten your username?

I need to register an account
You can sign up for a MyFunding account by visiting our registration page.

What to do if you forget your log-in information

If you have forgotten your password simply click on the **forgotten your password** link and you will be asked to enter the email address you used to register. You will then be sent a new password via email which you should use to log in to your account.

If you have forgotten your username, click on the **forgotten your username** link and enter your email address. You will then be sent a reminder via email.

Application forms

To view the application forms that are available to you click on the Apply tab within your account and choose the type of bursary you wish to apply for.

If we have not yet received your bursary application form, the Payments and Enrolments tabs will not be visible on your account.

Uploading application forms and evidence

To upload application forms and evidence to your account, click on the application tab in your account and click on the button 'upload application' in the bottom right of the screen.

In the next screen you will be able to choose the type of application form you wish to upload.

You will then be able to upload the application, along with any supporting documentation, and submit this for assessment. The uploaded files must be one of the following types: jpg, bmp, png, tif or pdf and must be at least 50kb and no more than 5mb in size.

Upload your application

Completed application form
You must upload at least one completed application form.

If you have more than one type of application to submit you can upload them all here, one document at a time. You will be asked to provide any supporting information required on the next screen.

Upload completed application form

Cancel

Personal details

To view and edit your personal information click on the Personal details tab within your account.

Your personal reference number is PRN0000067

Manage your MyFunding account

MyFunding

| Apply | **Personal details** | Payments | Enrolments |

Personal details

Name
Demo Lee

Date of birth
01/01/1972

Phone
123456

Address
1
Street
Street

Town
FY1

Edit

Bank details

▶ Show bank details

Account details

Username	MikeDemo1	Edit
Email	nhsbsa.swbteam@nhs.net	Edit
Password	********	Edit

The 'Bank details' section will only become visible once we have assessed your application and confirmed you are eligible.

How to edit your details including your password and username

To edit any of the information stored on your MyFunding account simply click **edit** next to the section you wish to amend and follow the onscreen steps to amend your details.
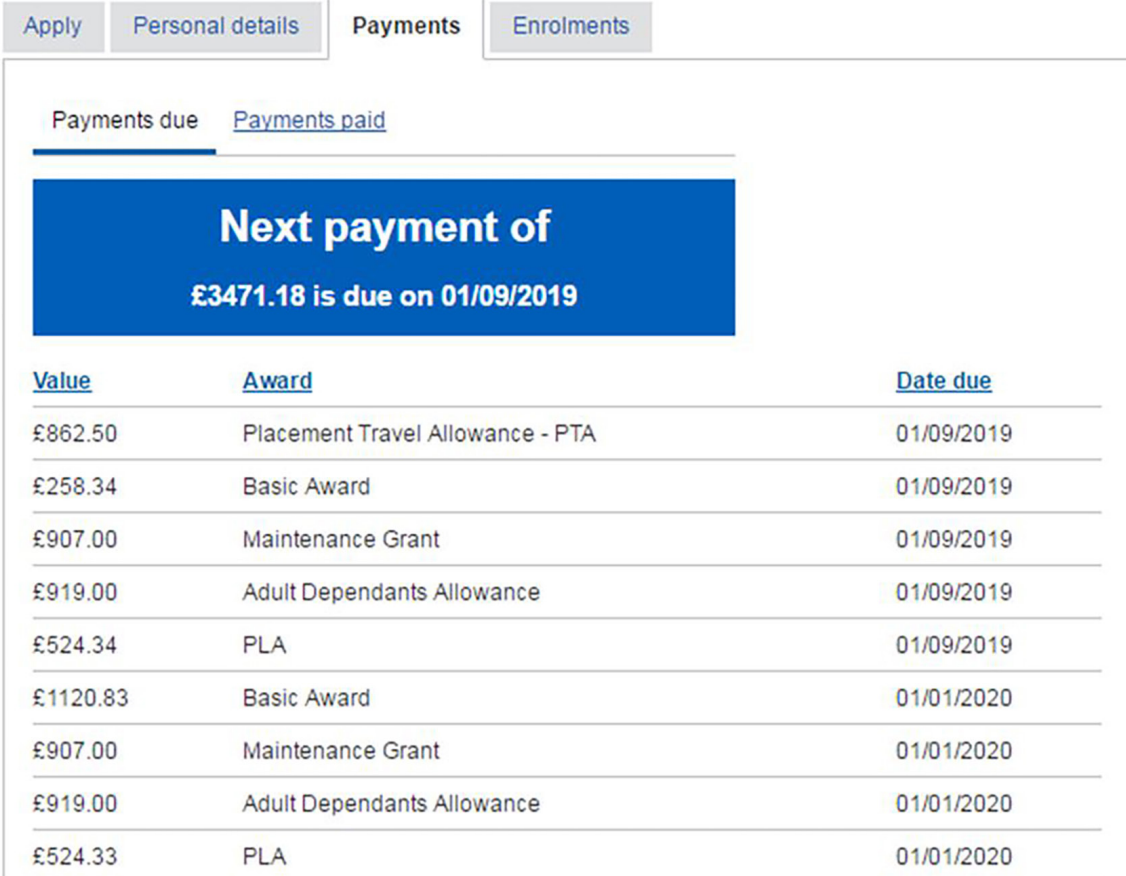
If you have submitted information on your paper application form which differs from your MyFunding account, we will make amendments to your account on your behalf. If this happens, you will be sent an email advising you to check the details after the change has been completed.

Email change

If you wish to change your email address at any time you can do this by clicking **edit** next to the email address that is on your account. When the change has been made you will be sent an email to your new email address with an activation link. Click on this link in order for the change to be made to your MyFunding account.

Payments

Once your application has been assessed and your university has confirmed you are in attendance, the *Payments* tab will become visible. By clicking on this you will be able to see the payment amounts and dates that are scheduled to be made to you.

Apply	Personal details	**Payments**	Enrolments

Payments due   Payments paid

Next payment of

£3471.18 is due on 01/09/2019

Value	Award	Date due
£862.50	Placement Travel Allowance - PTA	01/09/2019
£258.34	Basic Award	01/09/2019
£907.00	Maintenance Grant	01/09/2019
£919.00	Adult Dependants Allowance	01/09/2019
£524.34	PLA	01/09/2019
£1120.83	Basic Award	01/01/2020
£907.00	Maintenance Grant	01/01/2020
£919.00	Adult Dependants Allowance	01/01/2020
£524.33	PLA	01/01/2020

Notification of Award

Once your application has been received and assessed you will be able to view your notification of award from the *Enrolments* tab.

Your notification of award provides details of your eligibility and the amount of social work bursary available to you. This is subject to receipt of confirmation of course enrolment.

What the status means?

- Registered - your application has been received and is waiting to be assessed.
- Pending Student - awaiting you supporting evidence and/or additional evidence.
- Pending University - your application has been approved and is awaiting confirmation from your university that you are enrolled on your course and/or confirmation that our university has nominated you for a social work bursary capped place.
- Rejected - you are not entitled to funding as you do not meet the eligibility criteria. This is explained in more detail in the letter we have sent you.
- Resumed - you have returned to training following a break.
- Withdrawn - you have stepped off your course and not currently entitled to received funding.
- In payment - your university has confirmed your enrolment.

Enrolment and capping status

If your university has confirmed your attendance and you have been allocated a bursary place, this will show in your account. To view this information, click on *Enrolments* and this will show on your account once your hard copy application has been received.

www.nhsbsa.nhs.uk/social-work-students

@SWB_NHSBSA

/socialworkbursaries

0300 330 1342

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