

# APPLYING FOR A LBKM Bursary

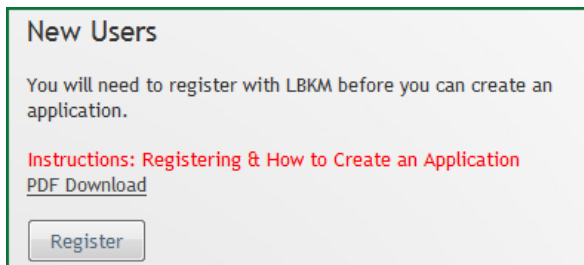
## Instructions: Registering an Account & How to Create an Application Form

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### How to register

In order to use LBKM's online application system, you need to register. Please follow these simple instructions on how to do this.

**Under the 'New Users' section click on the 'Register' button**



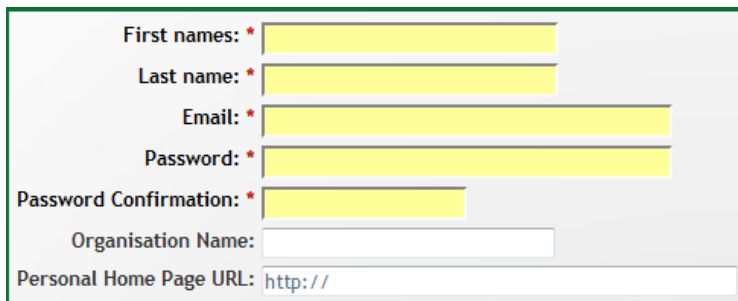
The screenshot shows a box titled "New Users" with the following content:

You will need to register with LBKM before you can create an application.

[Instructions: Registering & How to Create an Application PDF Download](#)

### Fill out the form

A red asterisk \* means that the section must be completed in order for you to register successfully. Enter in your name, email address and a password.



The screenshot shows the registration form with the following fields:

- First names: \*
- Last name: \*
- Email: \*
- Password: \*
- Password Confirmation: \*
- Organisation Name:
- Personal Home Page URL:

**Click 'OK'**

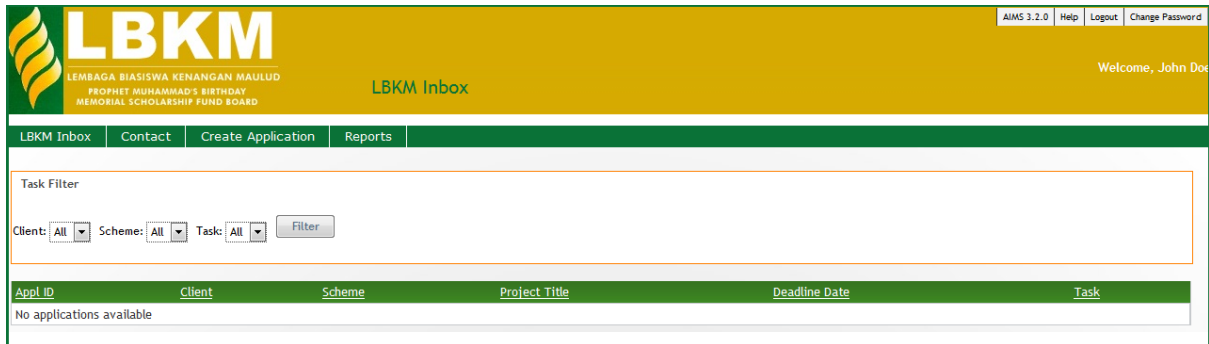
You will now be automatically logged in to your account and taken to your 'Inbox'. This would normally show you any applications that you have started or have already submitted. As you have only just registered, your 'Inbox' will initially be empty.

**Now you are registered, you can proceed with creating an application for a bursary.**

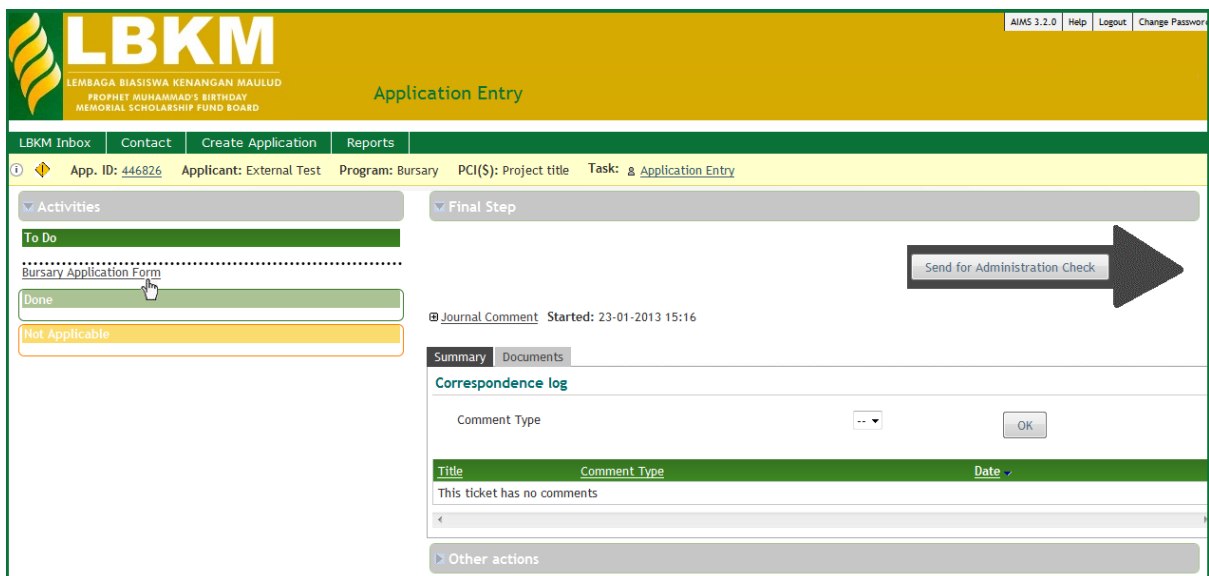
## Application Entry

### How to start the quiz

To create a new application and begin the application form, click on the 'Create Application' button at the top of the screen.




Click on the "Bursary Application Form" link on the left hand side of the screen as shown in the figure below. This will open the application form which you must complete.



## Filling out the form

You will now see all the sections of the application form in a list. Click on the first section – ‘1. Personal Details’ – to start filling out the sections of the form.

The screenshot shows a navigation menu at the top with 'LBKM Inbox', 'Contact', 'Create Application', and 'Reports'. The main content area is titled 'Bursary Application Form' and lists five sections: 1. Personal Details, 2. Family Details, 3. Academic Details, 4. Other Information, and 5. Required Documents. Below the list, there is a paragraph of instructions: 'Click on any of the underlined headings above to go to that section. You must answer every question in that section before proceeding to the next section. Once you have completed all sections you can submit the form. Please ensure that all data is correct before submission.' A link 'View the whole form on one page (for printing)' is also present. At the bottom center, there is a 'Submit Form' button.

To move between sections, use the  button at the bottom of each page.

You will have five sections to fill out on your application form

- 1.) Personal Details
- 2.) Family Details
- 3.) Academic Details
- 4.) Other Information
- 5.) Required Documents

Some of the questions will be automatically filled in for you as in section 1.1 in the image below. Any questions that have a red asterisk \* will have to be answered as these are mandatory questions.

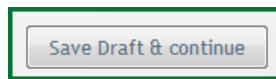
The screenshot shows the application form with a navigation bar at the top containing 'LBKM Inbox', 'Contact', 'Create Application', and 'Reports'. Below the navigation bar, there is a yellow header bar with the following information: 'App. ID: 446826', 'Applicant: External Test', 'Program: Bursary', 'PCI(S): Project title', and 'Task: Application Entry'. Below the header bar, there are five buttons: 'Personal Details', 'Family Details', 'Academic Details', 'Other Information', and 'Required Documents'. The 'Personal Details' button is highlighted in red. Below the buttons, there is a section titled '1. PERSONAL DETAILS' with a sub-section '1.1 Application Reference'. This section contains a table with the following data:

Application Number:	446826
Date of Application:	23-01-2013
Scheme:	Bursary
Applicant Email:	tiam.p.keogh@gmail.com

Below the table, there is a section titled '1.2 Personal Details' with a form containing the following fields:

- Name: External Test
- NRIC / BC NO: \* 4568912
- Are you currently enrolled in a school/diploma or university? \*
  - School
  - Diploma
  - University

To move between sections, use the



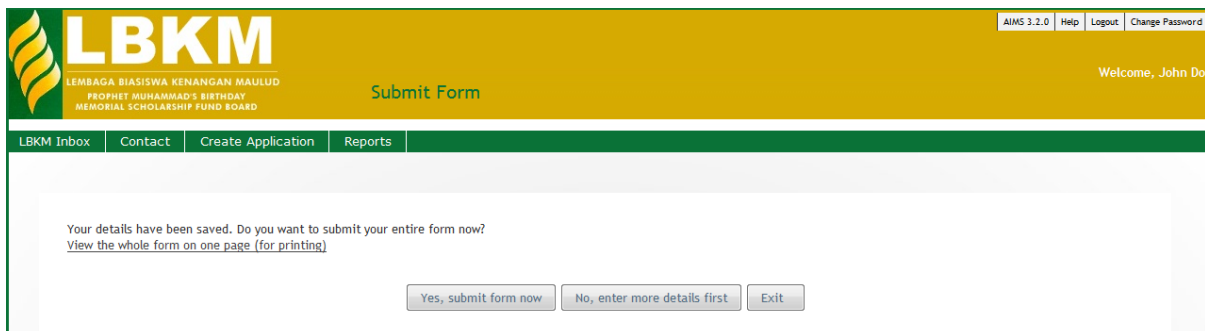
button at the bottom of each page.

**Remember**, as long as you've clicked the 'Save Form & Continue' button as you filled out each section of the form you can then log out and return to your application at any time and your answers will have been saved.

### Submitting the application form

Once you have completed the final section of the Form – '5. Required Documents' you should click on the 'Save Draft & Continue' button at the bottom of the screen.

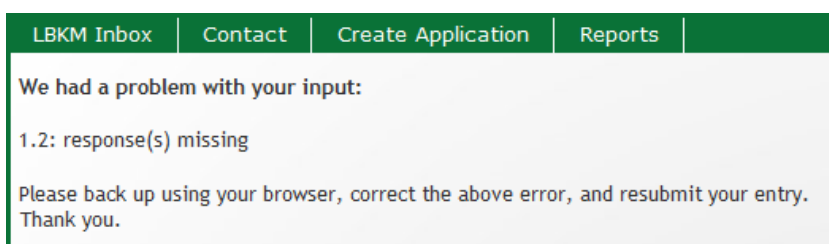
**At this stage your Application Form has not yet been submitted to us.** You must finish the Application Form and submit it to us on the next screen:



Once you have submitted your form by clicking on 'Yes, submit form now' button, you will **not** have the option to edit it. So we recommend that you print a copy to review carefully before you submit the form to us.

**Remember**, a red asterisk \* means that the question must be completed in order for you to submit the form successfully. If you do not answer those questions marked with an asterisk then when you try to submit the form you will receive an error code which will tell you which mandatory sections you have not completed.

For example if you did not enter in a NRIC / DC number then you will see the following error message, in this case you should use the back button on your browser and then go to the "Personal Details" section and answer the question.

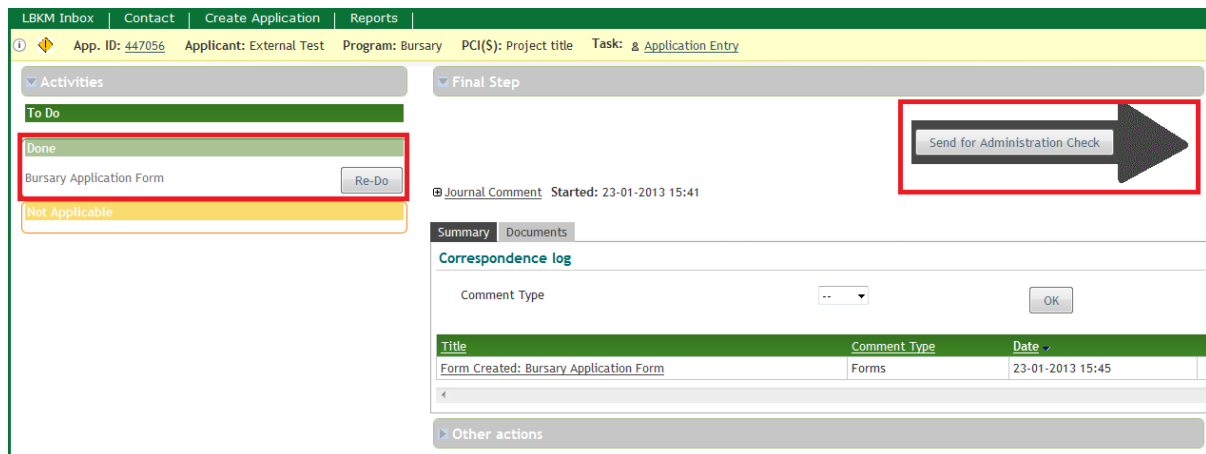


Once your form has been submitted successfully you will be brought back to your inbox.

### How to send your application to LBKM for assessment.

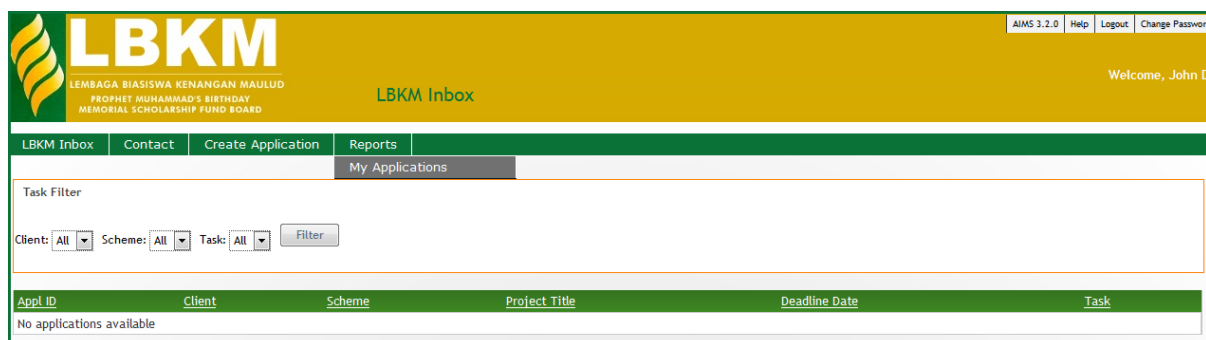
You can now see that the “Bursary Application Form” has been set to “Done” on the right hand side of the screen.

To send the application form to LBKM simply press the “Send for Administration Check” button on the right hand side of the screen.



### Tracking the status of your application

Once you've submitted the Application Form it will no longer appear in your inbox. To view the status of your application you should hover over the 'Reports' button at the top of the page and then click on 'My Applications'.



You will then see a list of all the applications you have submitted to LBKM. The 'Application Status' column will tell you the status of your application.

In the example below, the Application Form has been submitted and sent on to our Administration team to make sure that everything is correct.

App. ID	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
<a href="#">443940</a>	Bursary	Head Office	Project title	09-01-2013 10:06	Application Submitted	Applicant

If you click on the underlined application ID number (see image above) in the far left hand column it will take you to another screen

Title	Comment Type	Date
<a href="#">Form Created: Bursary Application Form</a>	Forms	09-01-2013 10:07

By clicking on the underlined text 'Form Created: Bursary Application From' you can download and view your original application answers in full.

Good luck with your application.