

# 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**

New Users

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.

First names: \*

Last name: \*

Email: \*

Password: \*

Password Confirmation: \*

Organisation Name:

Personal Home Page URL:  http://

## 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.

The screenshot shows the LBKM inbox interface. At the top, there is a yellow header with the LBKM logo and the text "LEMBAGA BIASWISA KENANGAN MAULUD PROPHET MUHAMMAD'S BIRTHDAY MEMORIAL SCHOLARSHIP FUND BOARD". Below the header, it says "Welcome, John Doe". On the right, there are links for "AIMS 3.2.0", "Help", "Logout", and "Change Password". The main content area has a green header bar with buttons for "LBKM Inbox", "Contact", "Create Application", and "Reports". Below this is a "Task Filter" section with dropdown menus for "Client", "Scheme", and "Task", and a "Filter" button. A table below lists applications with columns for "App ID", "Client", "Scheme", "Project Title", "Deadline Date", and "Task". A message at the bottom states "No applications available".

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.

The screenshot shows the LBKM application entry interface. At the top, there is a yellow header with the LBKM logo and the text "LEMBAGA BIASWISA KENANGAN MAULUD PROPHET MUHAMMAD'S BIRTHDAY MEMORIAL SCHOLARSHIP FUND BOARD". Below the header, it says "Application Entry". The main content area has a green header bar with buttons for "LBKM Inbox", "Contact", "Create Application", and "Reports". Above the main content, there is a toolbar with icons for "Info", "Print", "App. ID: 446826", "Applicant: External Test", "Program: Bursary", "PCI(\$): Project title", and "Task: & Application Entry". The main content area is divided into sections: "Activities" (with "To Do" and "Bursary Application Form" items), "Final Step" (with a "Send for Administration Check" button), and "Correspondence log" (with a "Comment Type" dropdown and a table for comments). A large black arrow points from the "Bursary Application Form" link in the activities list towards the "Send for Administration Check" button.

## 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.

LBKM Inbox | Contact | Create Application | Reports |

**Bursary Application Form**

1. Personal Details

2. Family Details

3. Academic Details

4. Other Information

5. Required Documents

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.

[View the whole form on one page \(for printing\)](#)

[Submit Form](#)

To move between sections, use the [Save Draft & continue](#) 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.

LBKM Inbox | Contact | Create Application | Reports |

(i) App. ID: 446826 Applicant: External Test Program: Bursary PCI(\$): Project title Task: Application Entry

[Personal Details](#) [Family Details](#) [Academic Details](#) [Other Information](#) [Required Documents](#)

**1. PERSONAL DETAILS**

Personal Details

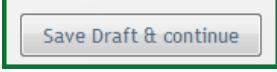
**1.1 Application Reference**

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

**1.2 Personal Details**

Name:	External Test
NRIC / BC NO: *	4568912
Are you currently enrolled in a school/diploma or university? *	
<input checked="" type="radio"/> School	
<input type="radio"/> Diploma	
<input type="radio"/> University	

To move between sections, use the

 Save Draft & continue

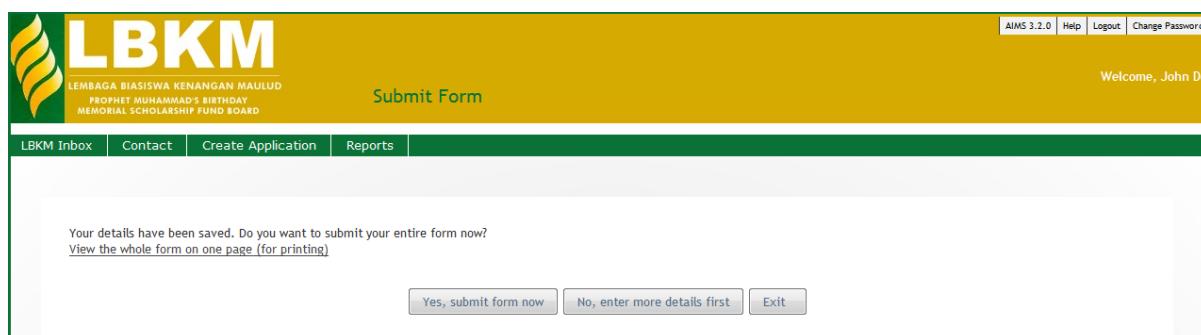
button at the bottom of each page.

**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:

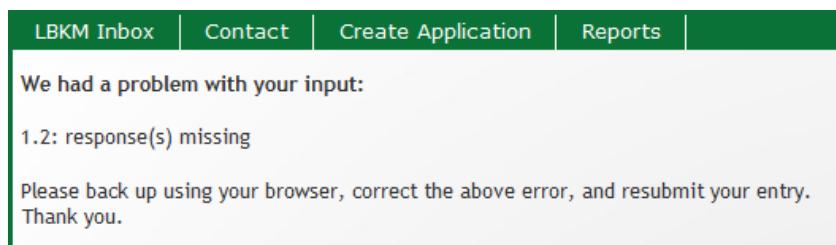


The screenshot shows a web application interface for LBKM (Lembaga Biasiswa Kenangan Maulud Prophet Muhammad's Birthday Memorial Scholarship Fund Board). The top navigation bar includes links for 'AIMS 3.2.0', 'Help', 'Logout', and 'Change Password'. It also displays a welcome message 'Welcome, John Doe'. The main content area features a yellow header with the LBKM logo and the text 'Submit Form'. Below this, a green navigation bar contains links for 'LBKM Inbox', 'Contact', 'Create Application', and 'Reports'. A central message box contains the text: 'Your details have been saved. Do you want to submit your entire form now? View the whole form on one page (for printing)'. At the bottom of this box are three buttons: 'Yes, submit form now', 'No, enter more details first', and 'Exit'.

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.



The screenshot shows a web application interface with a green navigation bar containing links for 'LBKM Inbox', 'Contact', 'Create Application', and 'Reports'. A message box displays an error message: 'We had a problem with your input: 1.2: response(s) missing'. Below this, another message reads: 'Please back up using your browser, correct the above error, and resubmit your entry. Thank you.'

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.

The screenshot shows the LBKM application inbox interface. At the top, there are tabs for 'LBKM Inbox', 'Contact', 'Create Application', 'Reports', and other status indicators like 'App. ID: 447056', 'Applicant: External Test', 'Program: Bursary', 'PCI(S): Project title', and 'Task: & Application Entry'. Below the tabs, there's a section titled 'Activities' with 'To Do' and 'Final Step' sections. In the 'To Do' section, a task titled 'Bursary Application Form' is listed under the 'Done' category, with a 'Re-Do' button next to it. A large red box highlights this task. To the right, under 'Final Step', there's a button labeled 'Send for Administration Check' with a large red arrow pointing towards it. Below these sections, there's a 'Journal Comment' entry with a timestamp of 'Started: 23-01-2013 15:41'. Further down, there are 'Summary' and 'Documents' tabs, followed by a 'Correspondence log' table with one entry: 'Form Created: Bursary Application Form' under 'Title', 'Forms' under 'Comment Type', and '23-01-2013 15:45' under 'Date'. At the bottom, there's an 'Other actions' section.

### 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’.

The screenshot shows the LBKM application inbox interface with the 'My Applications' tab selected. At the top, the LBKM logo is visible, along with 'AIMS 3.2.0', 'Help', 'Logout', and 'Change Password'. The 'Welcome, John D' message is also present. Below the header, there's a 'Task Filter' section with dropdown menus for 'Client', 'Scheme', and 'Task', and a 'Filter' button. The main area displays a table with columns for 'Appl ID', 'Client', 'Scheme', 'Project Title', 'Deadline Date', and 'Task'. A message at the bottom states 'No applications available'.

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.

The screenshot shows the LBKM AIMS Reports - My Applications interface. At the top right, it says "Welcome, John Doe". The main content area displays a table with one row of data:

App. ID	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type
443940	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

The screenshot shows the LBKM Application interface. At the top right, it says "Welcome, John Doe". The main content area displays a table with one row of data:

Title	Comment Type	Date
Form Created: Bursary Application Form	Forms	09-01-2013 10:07

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

Good luck with your application.