

APPLYING FOR A LBKM Bursary

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

How to register

To use LBKM's online application system, you need to register on Bursary Grant Management System <https://lbkm.grantmanagementsoftware.com>.

Please follow these simple instructions on how to do this.

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

Fill out the form

A red asterisk * means that the section must be completed for you to register successfully. Enter in the following fields: -

- First name
- Last name
- Email
- Email Confirmation
- Password (**Important: - Passwords must be at least 12 chars long, include at least 1 number, 1 upper- or lower-case character and have one or more special characters e.g. (! ? <). Password strength must reach 100%**)
- Password Confirmation
- I agree my data will be stored (Checkbox)

Not logged in

Register

Register as a new applicant

New Users

New Applicant - Please register to apply for a bursary.

[Instructions Guide:](#)
[PDF Download](#)

Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long, and must be accepted by our password strength checker.

* **First name**

* **Last name**

* **Email**

Enter a valid email address

* **Email Confirmation**

* **Password**

85%
Password strength must reach 100%. Passwords must be at least 12 chars long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (! ? + -)

* **Password Confirmation**

* **I agree my data will be stored** ☐

You must confirm consent to use of your user data to continue

I agree to receiving marketing material ☒

Box should be ticked if you consent to receiving marketing information

OK

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 successfully, 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 New Application**' button at the bottom of the screen.

Inbox

This is the inbox. Please review the tasks listed below.

Current Tasks

This is list of applications for which you have a current task to do in relation to a role (from relevant workflow). Hold CTRL key and drag table left/right using mouse.

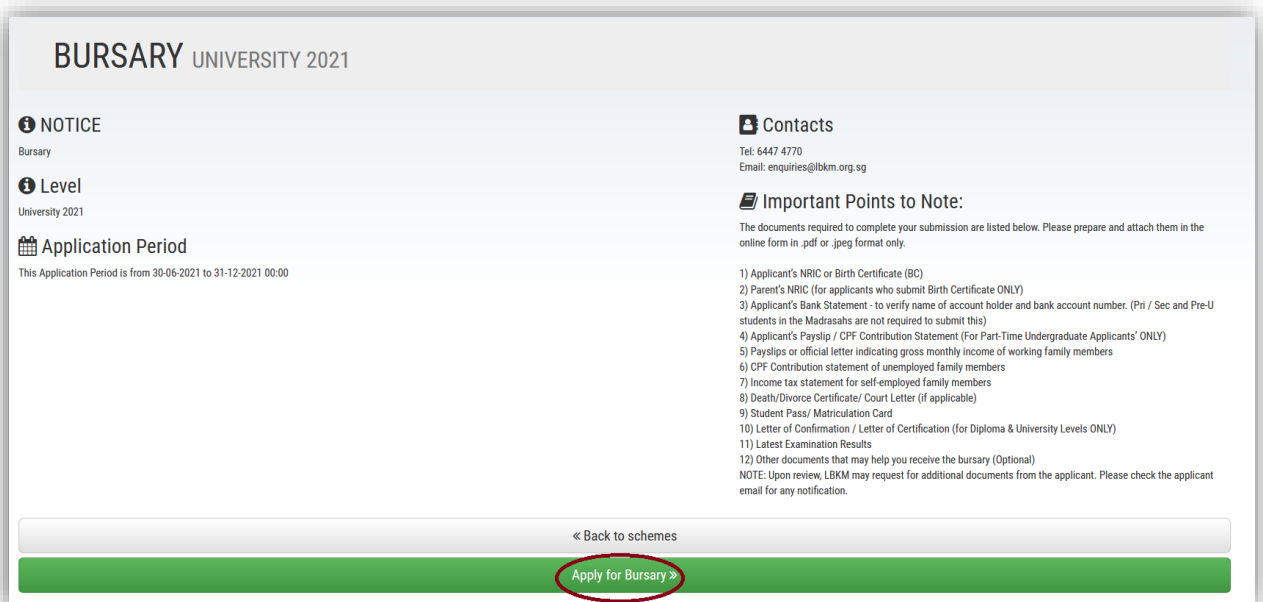
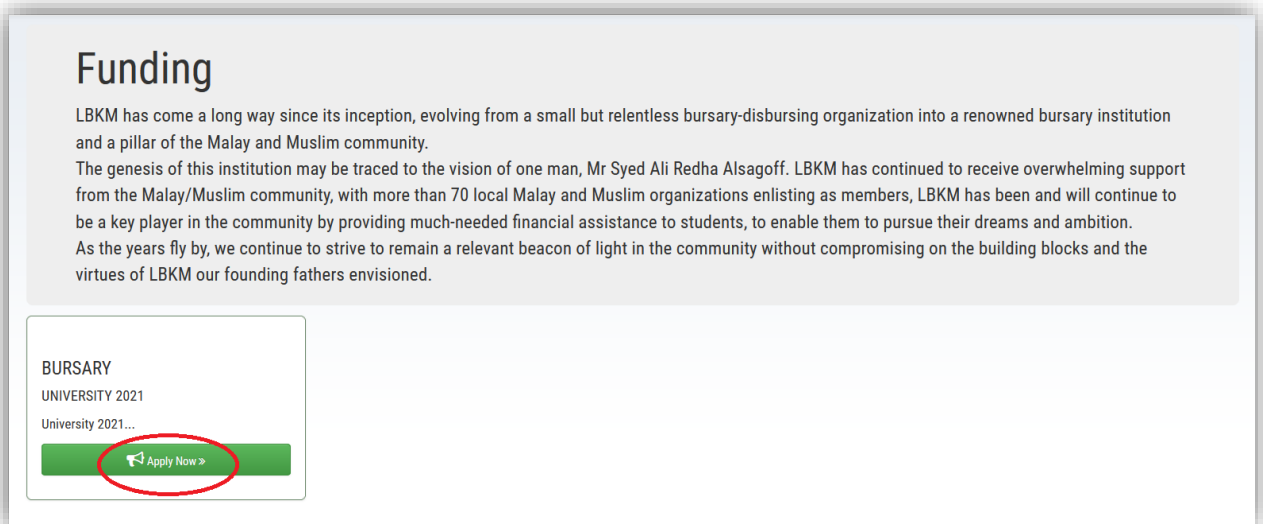
Appl ID	Client	Institution Type	Project Title	Task
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Applications I Am Linked To

[Edit My Details](#)

[Create New Application](#)

You will see the Funding page, where you will see the Bursary Grant programme which is open for applicants to apply. Click on the “Apply Now” button as shown in the figure below. This will open the details page of Bursary Grant programme where applicants can see “**Level**”, “**Application Period**”, “**Contacts**” and “**Important Points**”.



Click on the “Apply for Bursary” button as shown in the figure above, 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.

To move between sections, use the button “**Save Draft & continue**” 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.

Bursary Application Form

1. Personal Details

Personal Details

[Return to Index](#)
[Print Form](#)
[Generate new PDF](#)

☐ Personal Details
 ☐ Family Details
 ☐ Academic Details
 ☐ Other Information
 ☐ Required Documents

1.1 Application Reference

Application Number:	89720044
Date of Application:	01-12-2021
Scheme:	Bursary
Applicant Email:	khuranaajay18@gmail.com

1.2 Personal Details

First Name (as in NRIC / BC):

Last Name (as in NRIC / BC):

To move between sections, use the button **“Save Draft & continue”** at the bottom of each page.

[Save Draft](#)
[Save Draft & continue >](#)
[Save Draft & exit](#)

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:

By clicking on the button 'Print Form' you can download and view your original application answers in full.

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.

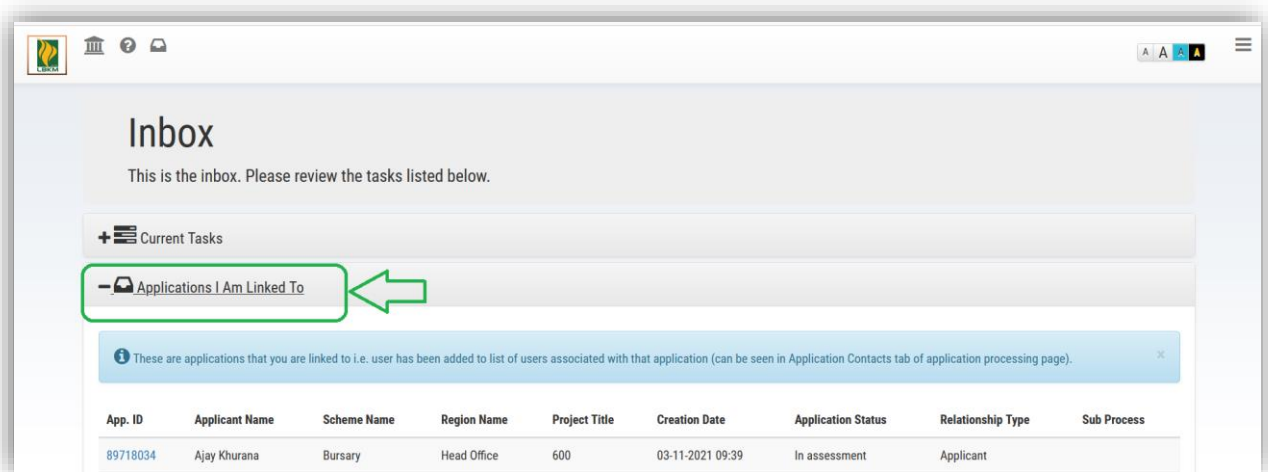
Remember, a red asterisk * means that the question must be completed for you to submit the form successfully. If you do not answer those questions marked with an asterisk, then when you try to submit the form, you will receive an error code which will tell you which mandatory sections you have not completed.

For example, if you did not enter in “How are you financing your cost of study:” question on section 3.1, then you will see the following error message. To go back to the section, you should click on section number that will take you to the section of the form to answer the question. In the below example screenshot, clicking on section 3.1 will take user back to the question.

Once your form has been submitted successfully you will be brought back to your inbox. Your bursary application will also be sent to LBKM Administration to check. You will also receive an email about your bursary application submission.

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 go to the “**Applications I Am Linked To**” at the bottom of the page.



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

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

Application

Summary

Standard Details

Applicant	Ajay Khurana
App ID	89718034
Scheme Calls	University 2021
Category ID	Bursary
Total Income	1200
Total Family Members	2
PCI/Donation Amount(\$)	600

Academic Information

GOOD LUCK WITH YOUR APPLICATION !!