Student Awards
Continuing Students User Guide

As a Continuing Student, you'll receive an email each summer from Student Awards inviting you to submit your application for continued support.

STEP ONE: Your invitation e-mail has a link to the Student Awards system. Click on **'Link to your Account'** to add a continuing application to an existing course on the new DESC Digital Services Portal. If the link doesn't work a URL is provided in the invitation e-mail too; simply copy and paste the URL into a web browser.

STEP TWO: Your unique **invitation code** should be automatically populated (see image below). If it isn't, it is repeated on your invitation e-mail—simply copy the invitation code and paste it into the Invitation code field on the **Redeem invitation** screen.
Click **Register**:

2023 process versus 2024: For **2023 only** you need to follow all the steps in this guide using the invitation code and registering on the DESC Digital Services Portal. From **2024 onwards** you will be invited to log into your account and complete your continuing annual application when applications open again for continuing students.

STEP THREE: Complete the details on the screen, creating a **username** and **password** for yourself and click **Register**:

Note:
You **must** make a note of the **username** and **password** you create for yourself as the system doesn't remember them for you. You can reset your forgotten password online, however if you have forgotten both your username and your password you need to contact Student Awards

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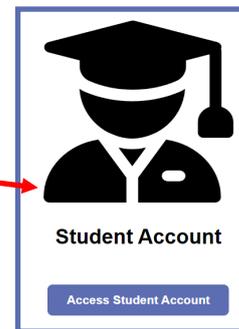**STEP FOUR:** Click **Update** at the bottom of the **Profile** screen:

Update

STEP FIVE: Click **Home** on the navigation bar at the top of the screen

Home

STEP SIX: Click on **Student Awards**:

Student Awards
Continue

STEP SEVEN: Click on **Access Student Account**:

Student Account
Access Student Account

STEP EIGHT: Scroll down the screen to the **Start a First Year or Continuing Annual Application:**

Start a First Year or Continuing Annual Application

If you are a **first year (under-graduate/post-graduate) student** starting a new course, click on the '**Start your first year application**' button below.

If you are a **continuing student**, click on the arrow below and select '**Add Continuing Annual Application**'.

Start a first year application

Course Name	Course Category	Course Level	Institution	Online Application Status	Created On ↓	
IT Course	Information technology systems sciences and computer software engineering	6- Bachelor's Degree	Abertay University		10/05/2023 1:18 PM	⌄

If you have previously had support from Student Awards you may see more than one course listed here. To begin your continuing application click on the arrow (circled in the image above) beside the **Created On date** and click **Add continuing annual application**.

NOTE: If you are changing your course and/or place of study or repeating a year of your current course please contact Student Awards for guidance and **do not add a continuing annual application**.

STEP NINE: Work through each screen on the application completing them as appropriate:

| Course | Type of Award | Contributor Status | Finances | Data Release | Summary | Declaration |
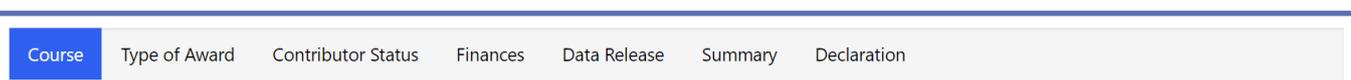
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> **Note: Failing to complete each screen fully could lead to a delay in processing your Application.**

STEP TEN: If you already have your results or continuation of studies available, you may also complete your **Course Verification** in addition to your continuing application. By clicking on the button **Continue to Course Verification** on the successfully submitted screen, you will be redirected to the home page. In the **Return to My Application** section, click on the arrow and select **Add Course Verification**.

Notes for completing each screen:

Course

For **year of study** enter a number for the year you are going into
E.g. 2 = 2nd year; 3 = 3rd year etc.

Type of Award

The **Type of Award** field is locked as this shouldn't need to be changed — if it does, please contact Student Awards. Change **No** to **Yes** on the other options for support if you are applying for them. The **Tuition fees loan** is the annual top up loan of £2,500 for your tuition fees.

Contributor Status

Your dependency and contributors need to be confirmed for this year. Carefully note the difference between **before the start of the first year of the course** and **before the start of the course this year**.

Finances

Unless there has been a change in your bank account and income details, leave the pre-populated answer to this question.
If you are in receipt of an income, other than from paid employment during the upcoming academic year, click **Yes** and provide the details as requested.

Data Release

If you would like to hear from Student Awards about career and other graduate opportunities on the island change this question to **Yes**; if not, leave it as **No**.

Summary

Check the details you have entered carefully on the Summary screen. If you need to change anything before submitting your Application click **Previous** to work back through each of the screens. **Once you have submitted your application you can't change anything yourself and you'll need to contact Student Awards.**

Declaration

Read through the Declaration screen carefully and if you are ready to submit your application change this to **Yes** and click **Submit**; if not, click Previous to work back through each of the application screens. **You cannot submit your application without clicking Yes on the Declaration screen.**