

## Student Awards

### Registering as a Contributor

Before your student's provisional award can be calculated you need to complete an income assessment. To do that you need to create a user account on the DESC Digital Services portal and register as a Contributor.

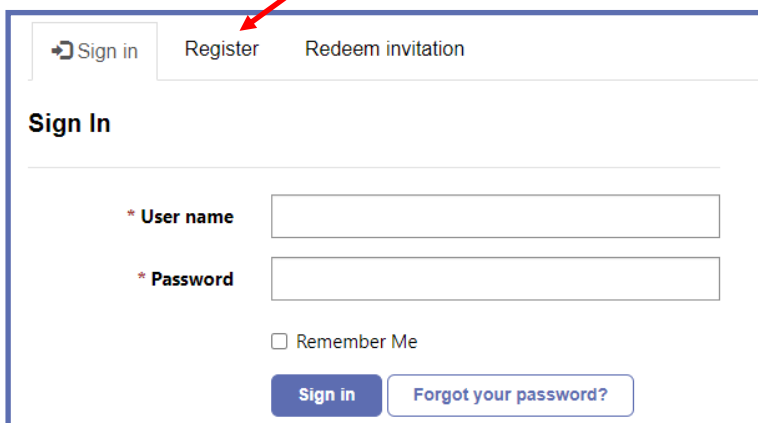
**STEP ONE:** Go to the Student Awards page on gov.im (copy and paste the url below into a web browser) and follow the links to the DESC Digital Services Portal:

[www.gov.im/student-grants](http://www.gov.im/student-grants)

**STEP TWO:** At the top of the DESC Digital Services screen click on **Sign in:**



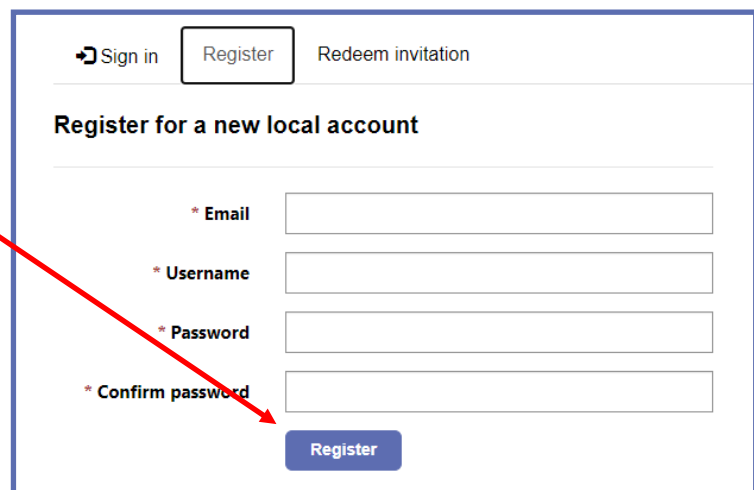
**STEP THREE:** Click the **Register** tab:

The image shows the 'Sign In' page of the portal. At the top, there are three tabs: 'Sign in', 'Register', and 'Redeem invitation'. The 'Register' tab is highlighted with a red arrow pointing to it. Below the tabs, the page is titled 'Sign In' and contains a form with two input fields: '\* User name' and '\* Password'. There is also a checkbox for 'Remember Me' and two buttons: 'Sign in' and 'Forgot your password?'.

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

#### Note:

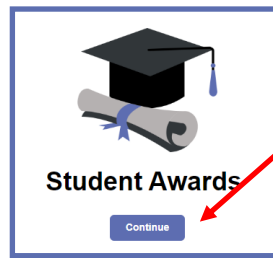
You can reset your forgotten password online, however if you have forgotten both your username and your password you need to contact Student Awards.

The image shows the 'Register for a new local account' page. At the top, there are three tabs: 'Sign in', 'Register', and 'Redeem invitation'. The 'Register' tab is highlighted with a red arrow pointing to it. Below the tabs, the page is titled 'Register for a new local account' and contains a form with four input fields: '\* Email', '\* Username', '\* Password', and '\* Confirm password'. There is also a 'Register' button at the bottom right. A red arrow points from the 'Register' button towards the bottom left.

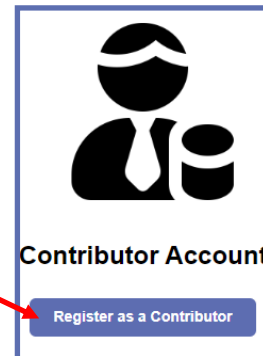
## Student Awards

### Registering as a Contributor (cont.)

**STEP FIVE:** On the DESC Digital Services page click on **Continue** on the Student Awards icon:



**STEP SIX:** On the next screen click on **Register as a Contributor**:



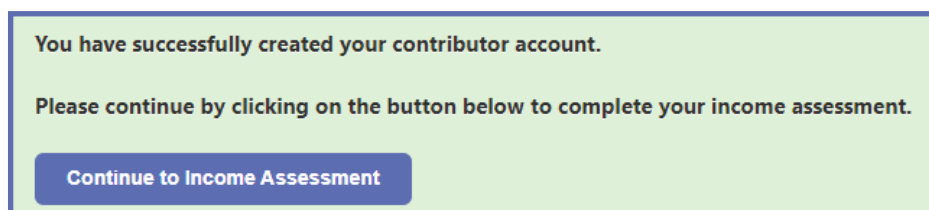
**STEP SEVEN:** Complete the **Contributor's Personal Details** screen and click **Next**:

**Contributor's Personal Details**

**STEP EIGHT:** View the **Privacy Notice**, change your declaration to **Yes** and click **Submit**:

A screenshot of a web form. At the top, there are two tabs: "Contributor's Personal Details" with a green checkmark, and "Privacy Notice". Below the tabs, the heading "Terms and Conditions" is displayed in large blue font. Underneath, there is a section titled "I have read the privacy notice. \*". Below this title is a link for "Privacy Notice" and two radio buttons: "No" and "Yes", with "Yes" selected. At the bottom of the form, there are two buttons: "Previous" and "Submit".

You'll now see an onscreen message saying you have successfully created your contributor account:



You can either start your application straightaway by clicking **Continue to Income Assessment** or you can sign out and come back at a later date.