

HOW TO APPLY FOR A BURSARY

Option 1 - if you have enrolled:

Please note: if you have completed your enrolment within the last two days, it can take up to two days for it to be activated on the system. In which case, please refer to Option 2.

Step 1:

Visit the application page: <https://hughbaird.paymystudent.com/portal/>

Step 2:

Login using your Microsoft account

You can login using your college Microsoft account. For this you will just need your student email and your student password. Click below to Sign in



1. Click on the 'Sign in with Microsoft' button. You can then login using your student email address details.

Your student email address is your student number followed by @hughbaird.ac.uk.

For example: 400320@hughbaird.ac.uk

The password is the last 3 digits of your postcode, followed by your date of birth

For example: 9HN/04/09/21

2. Once logged in, click on 'Proceed with application' and fill out the required questions.

Option 2 - if your enrolment is not active on the system

This option is also for those who have recently completed the enrolment process (within two day). *Please note: we will still need to verify your enrolment before approving your application.*

Step 1:

Visit the application page: <https://hughbaird.paymystudent.com/portal/>

Step 2:

No Student Number?

If you are not yet enrolled and don't have a student number then please click the button below to register and supply us with your personal details today. We will need to confirm your enrollment before you can start receiving support from the Bursary.

Register

1. Select 'Register with no student number'
2. Fill out the student details
3. Activate your account via the email that is sent (if you can't find it, check in your spam folder)
4. Using with temporary student number beginning with TMP (you can find this in the email), login to your account
5. Click 'Proceed with application' and fill out the required questions.