Pathways Guide for Requesting Funds

To apply for your scholarship funds:

1) Set up your student account:

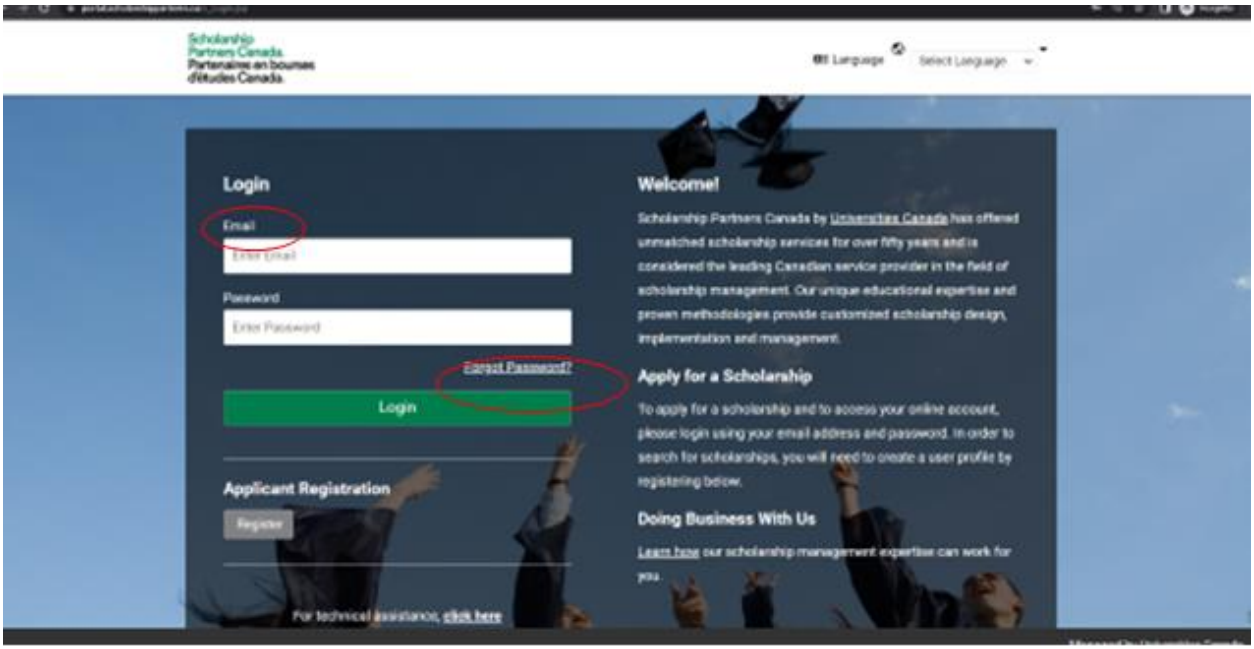
   A) Go to: https://portal.scholarshippartners.ca

   B) Select the **"Forgot Password?"**

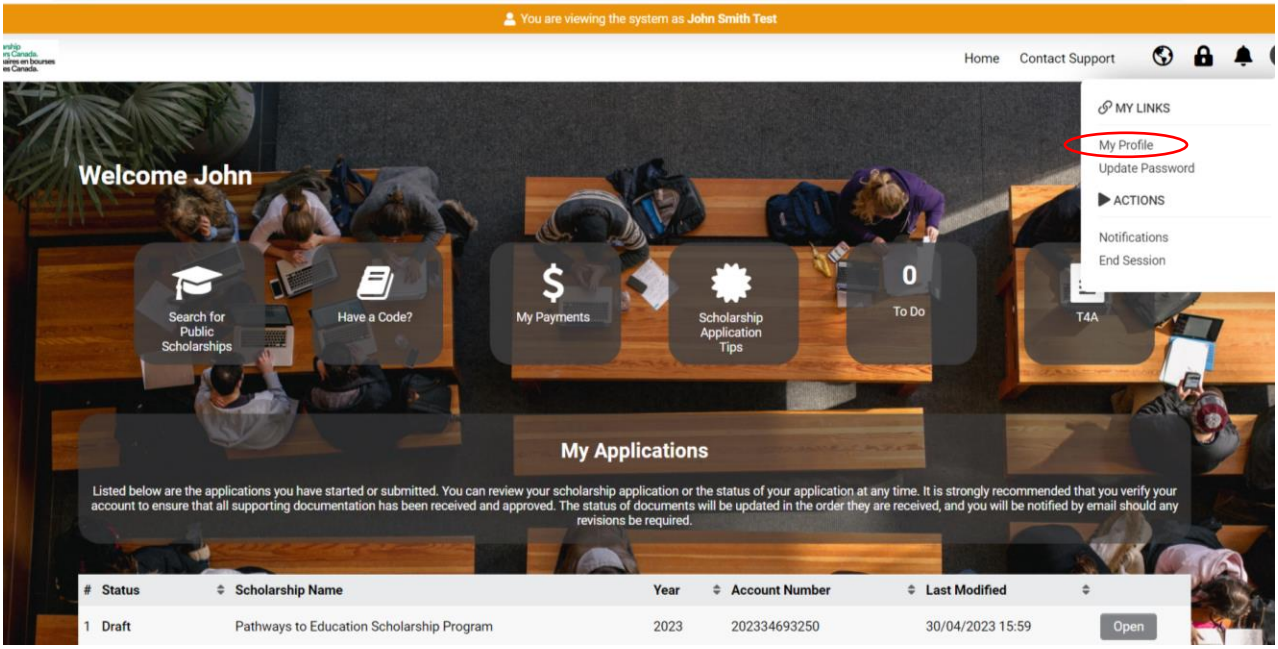
   C) Enter your email address and select submit.

   D) Monitor your inbox and junk mail folder for an email from awards@univcan.ca with a temporary password and instruction on how to reset your password.

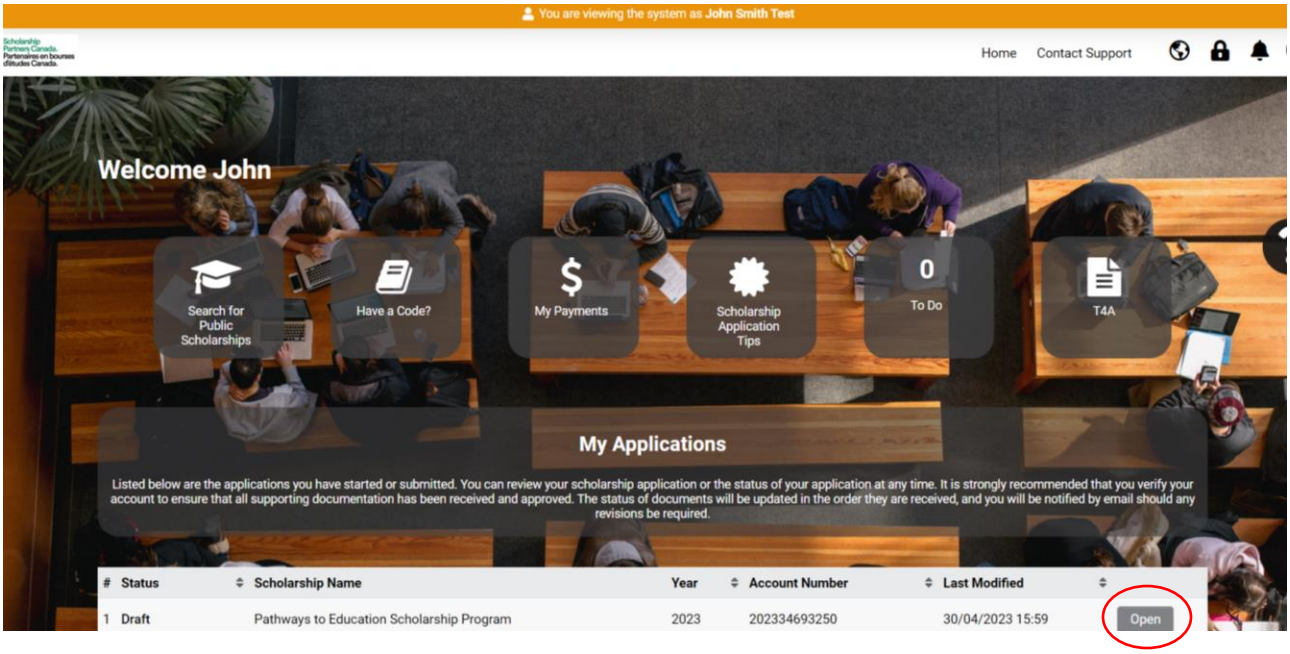
   E) Once your password has been reset, complete your profile to access your application.



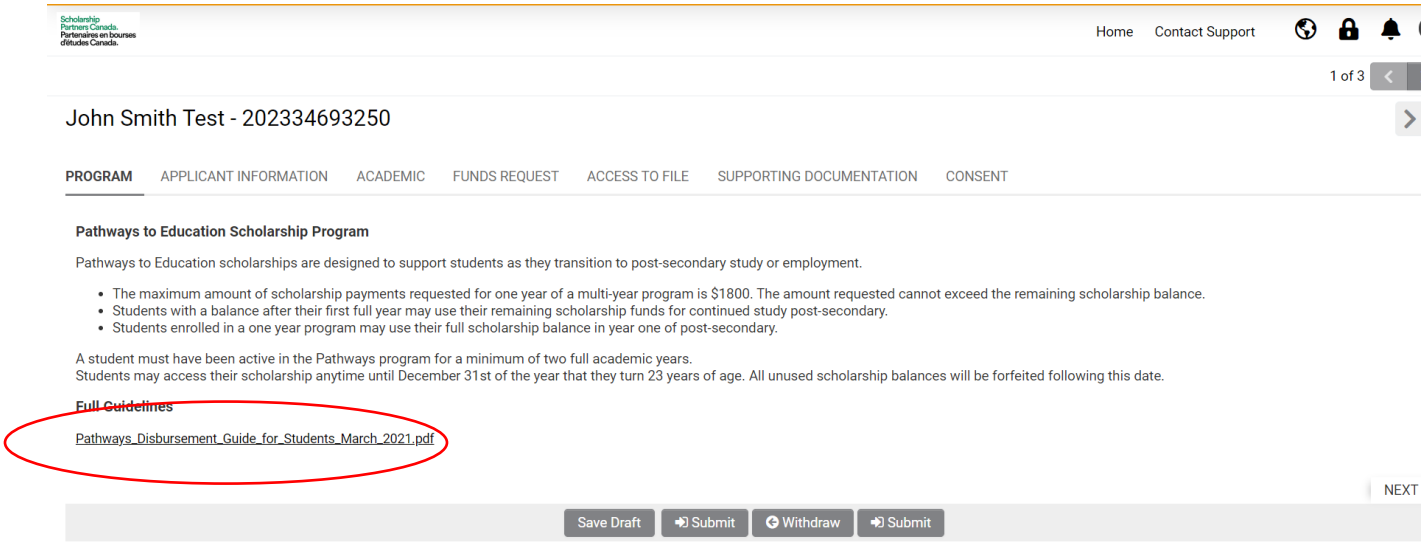
2) After logging into the portal, you should navigate to the **"My Profile"** section in the drop-down menu and proceed to create your profile.



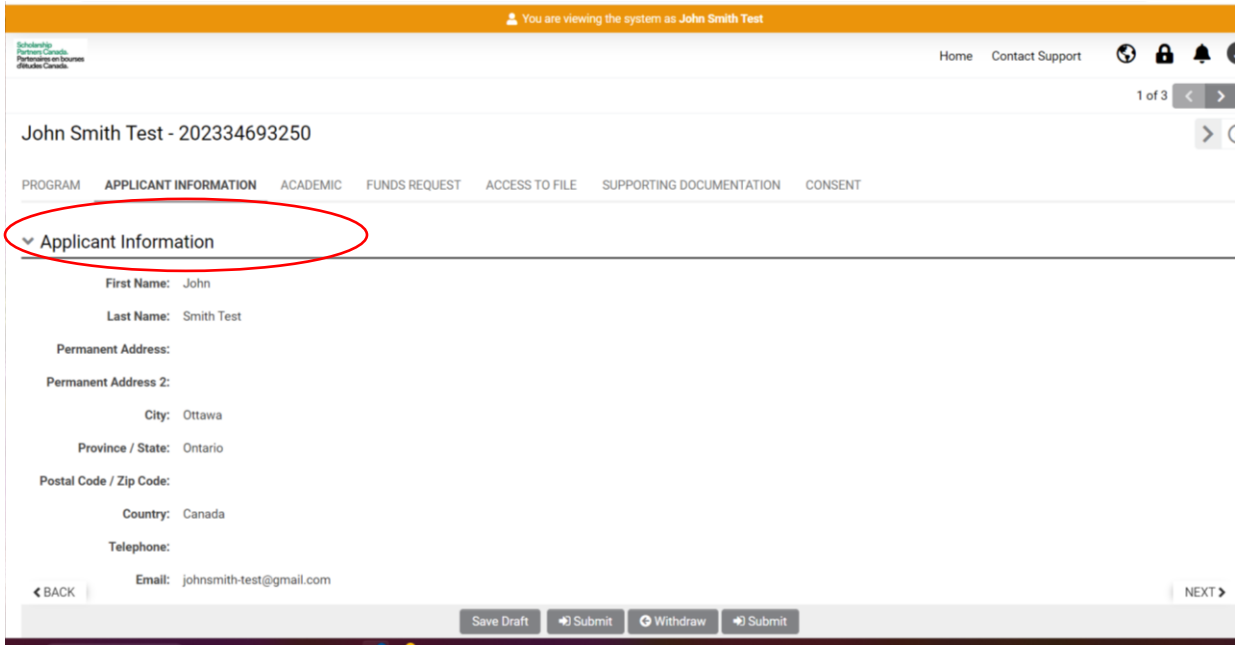
3) Upon logging into your account, you should locate the **"Open"** button at the bottom of the page and click on it.



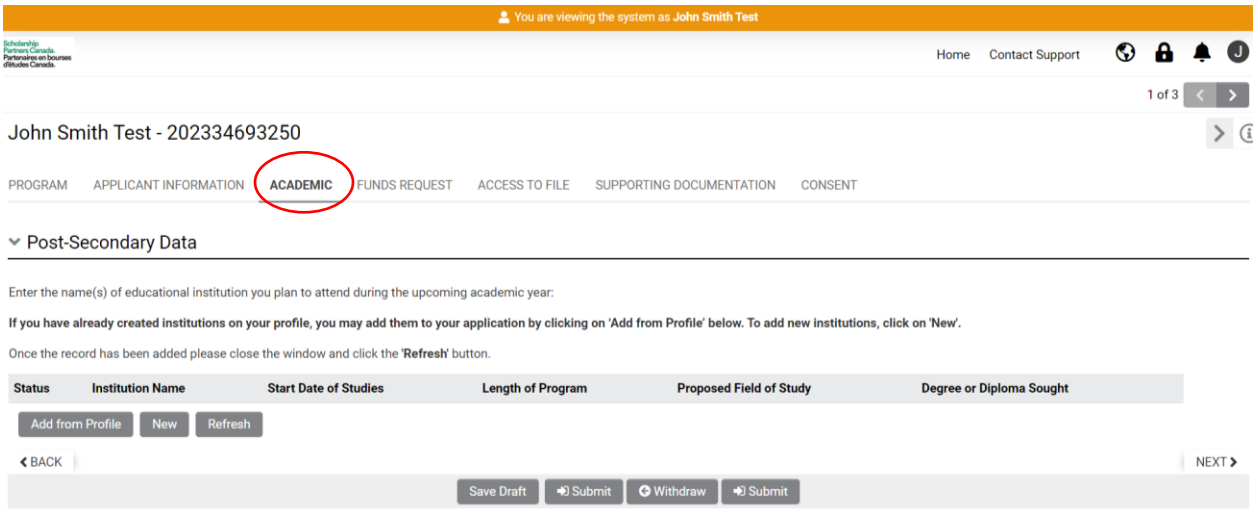
4) You can find the Pathways Scholarship disbursement guide for review under the **"Program"** tab, which is the first tab displayed.



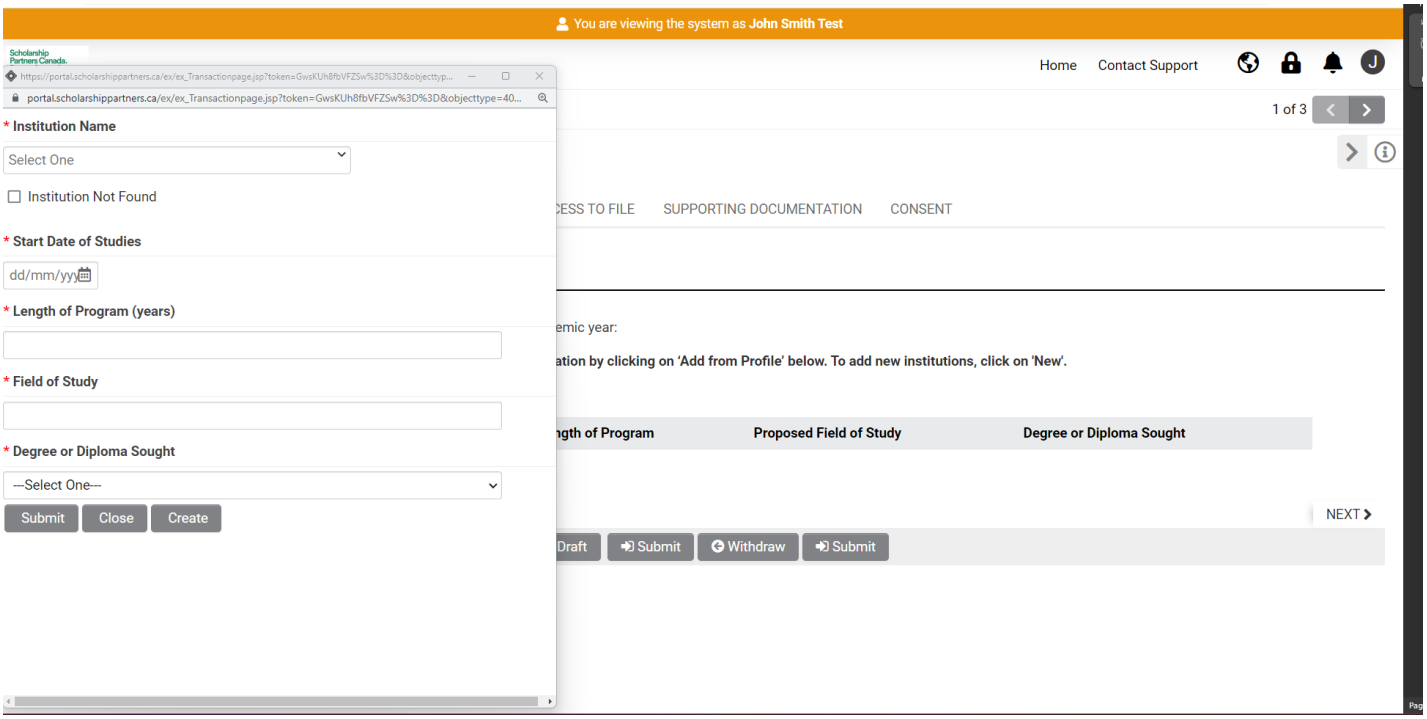
5) The second tab is labeled as **"APPLICANT INFORMATION",** which is where you have entered your profile information.



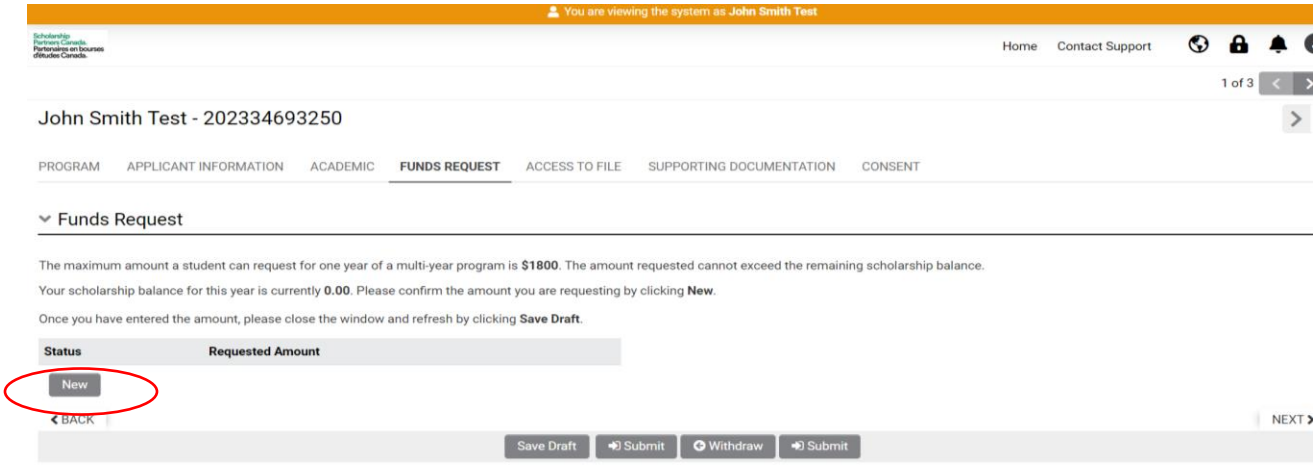
6) You must enter the name of the school that you are currently attending or planning to attend in the **"ACADEMIC"** tab.



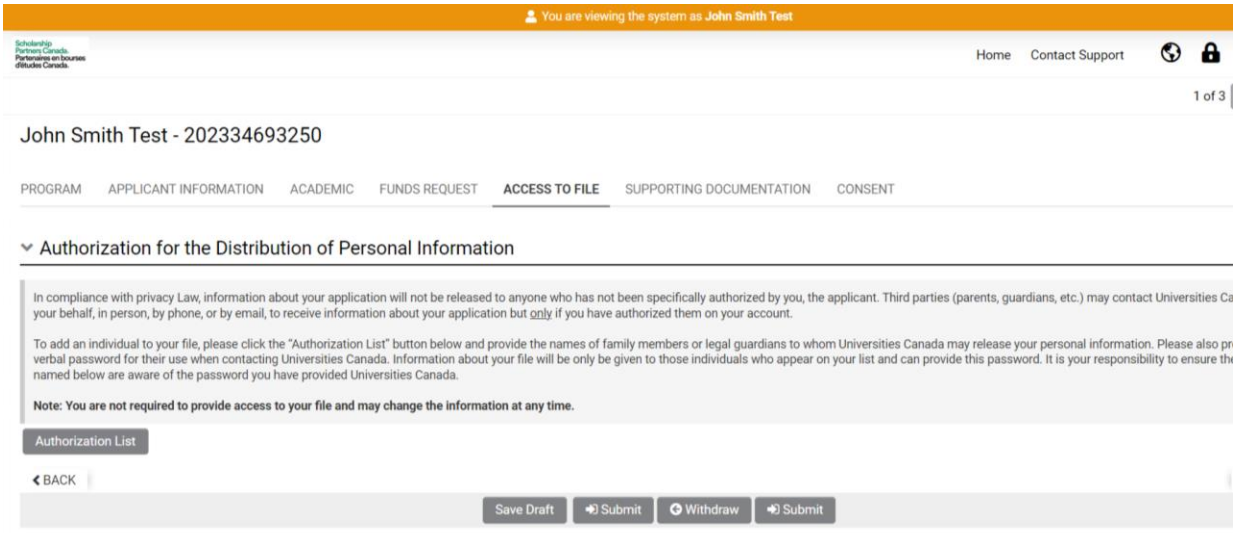
7) Under the **"ACADEMIC"** tab, input the name of your school, program start date, program length, field of study, and degree or diploma type. You will need to close the window, and refresh by clicking **"Save Draft".**



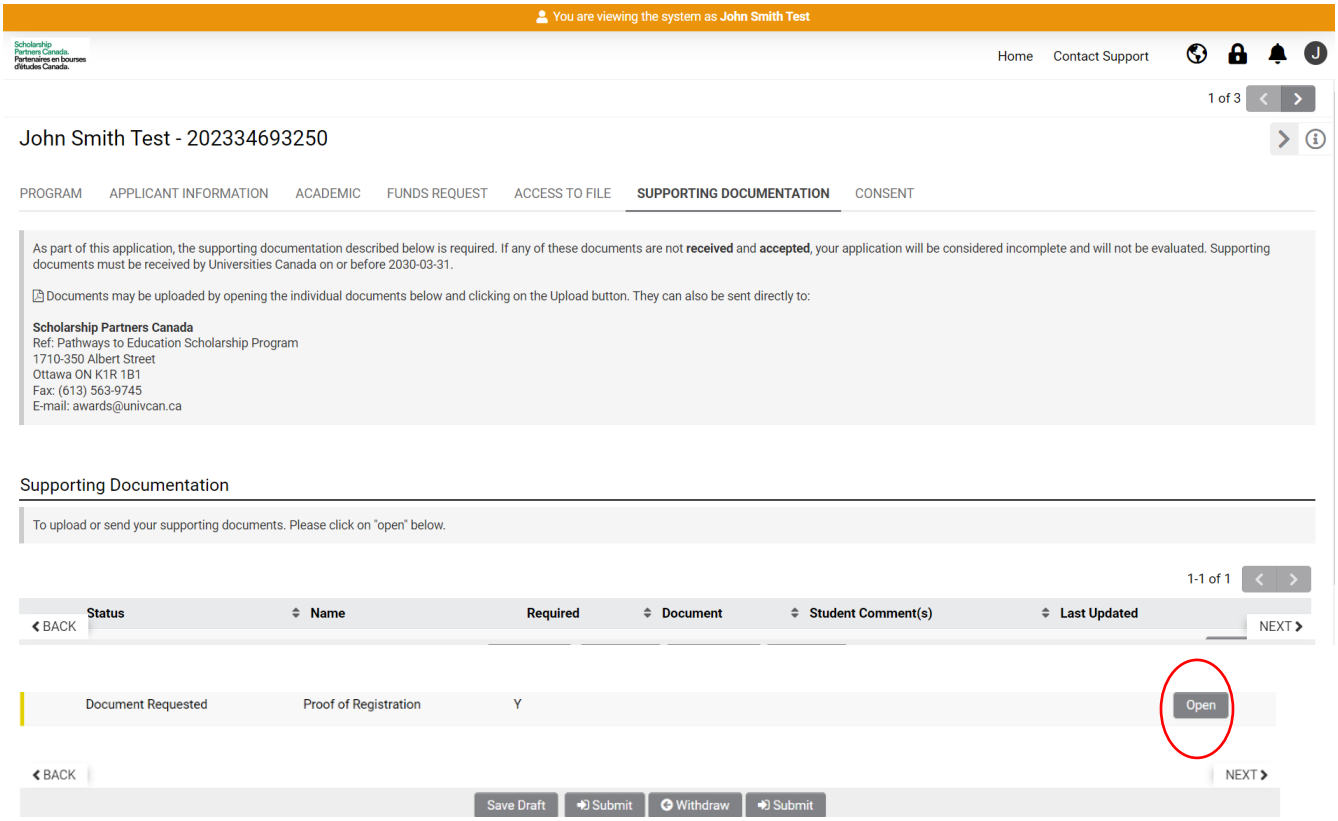
8) By accessing the **"FUNDS REQUEST"** tab, you can view the funds available to you. Note that the maximum amount you can request for one year of a multi-year program is $1800. To make a request, click on the **"NEW"** button, enter the required amount, close the window, and refresh by clicking **"Save Draft".**



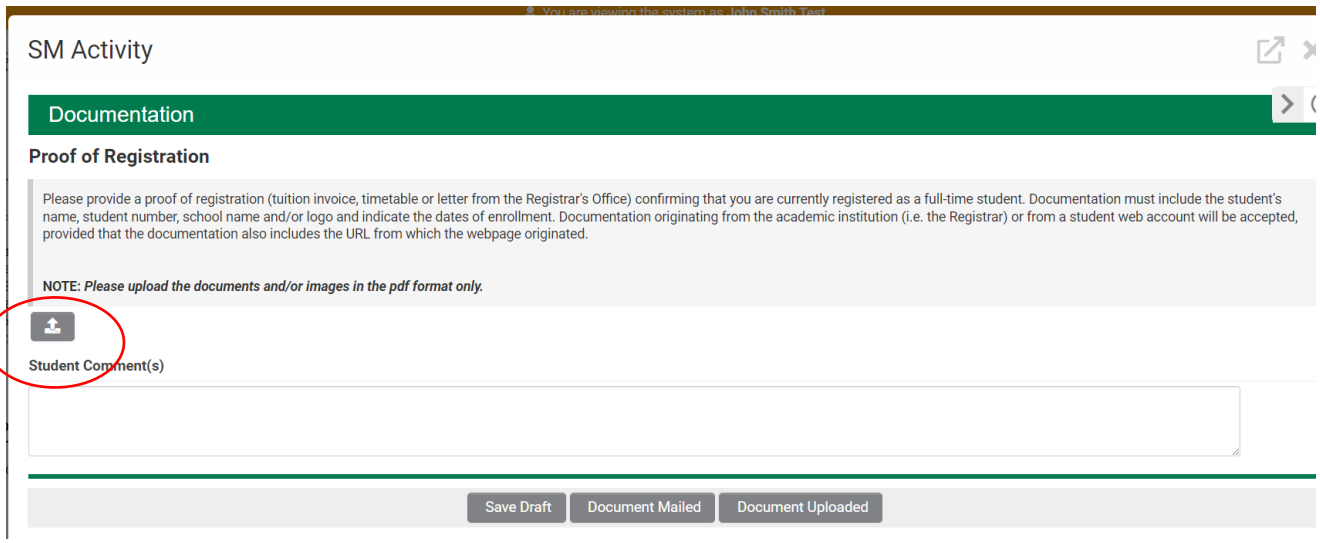
9) If you would like to authorize your parents, guardians, to receive information about your application, they can contact Universities Canada on your behalf by phone or email through the **"ACCESS TO FILE"** tab on your account.



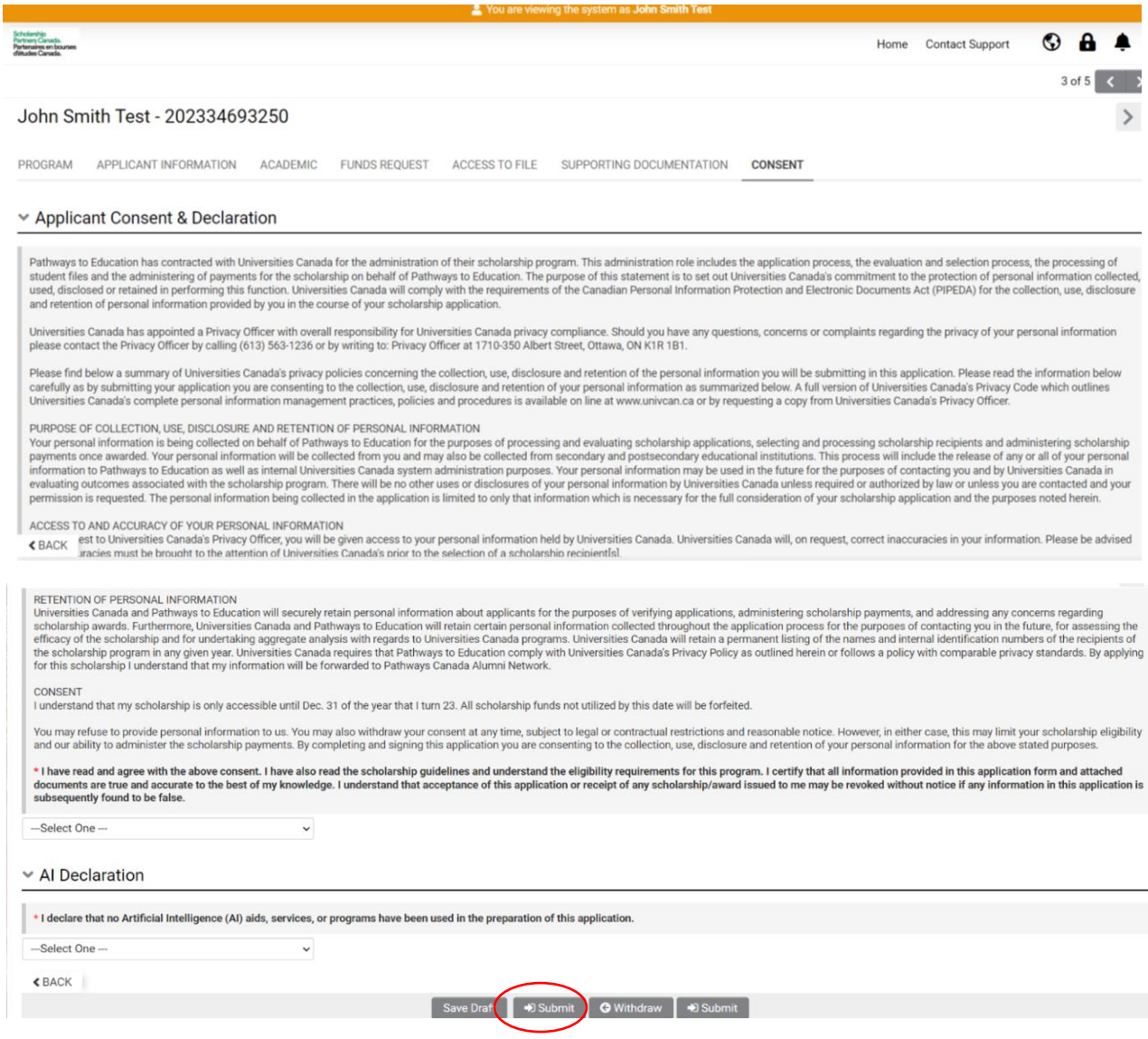
10) To upload your proof of registration, you must access the **"Supporting Documentation"** tab and click on the **"Open"** button.



11) Clicking on **"Open"** will take you to the proof of registration page where you can upload a PDF proof of registration. Don't forget to save your draft by clicking on **"Save Draft".**



12) After reviewing and completing the consents on the last tab, you can proceed to click on the **"Submit"** button located at the bottom of the page once you have entered all your information.



13) It is strongly recommended that you plan accordingly, as payment may take 6-8 weeks after the applicant submits their fund request.

14) If you need help, please log-in to your account and navigate to Contact Support.