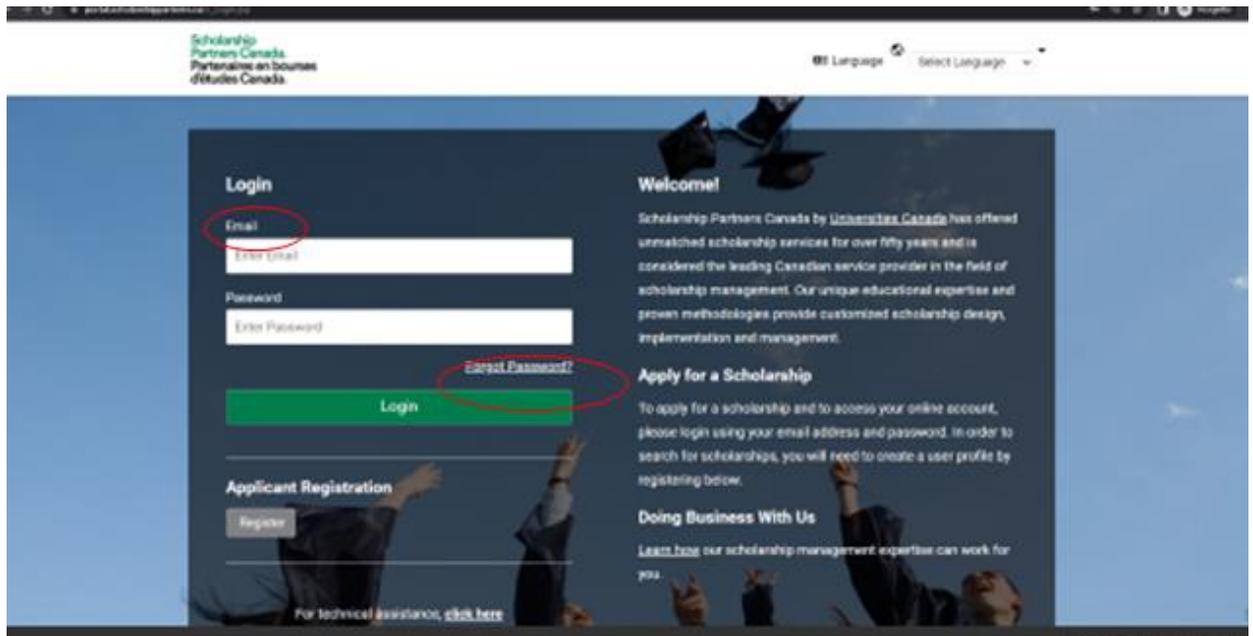


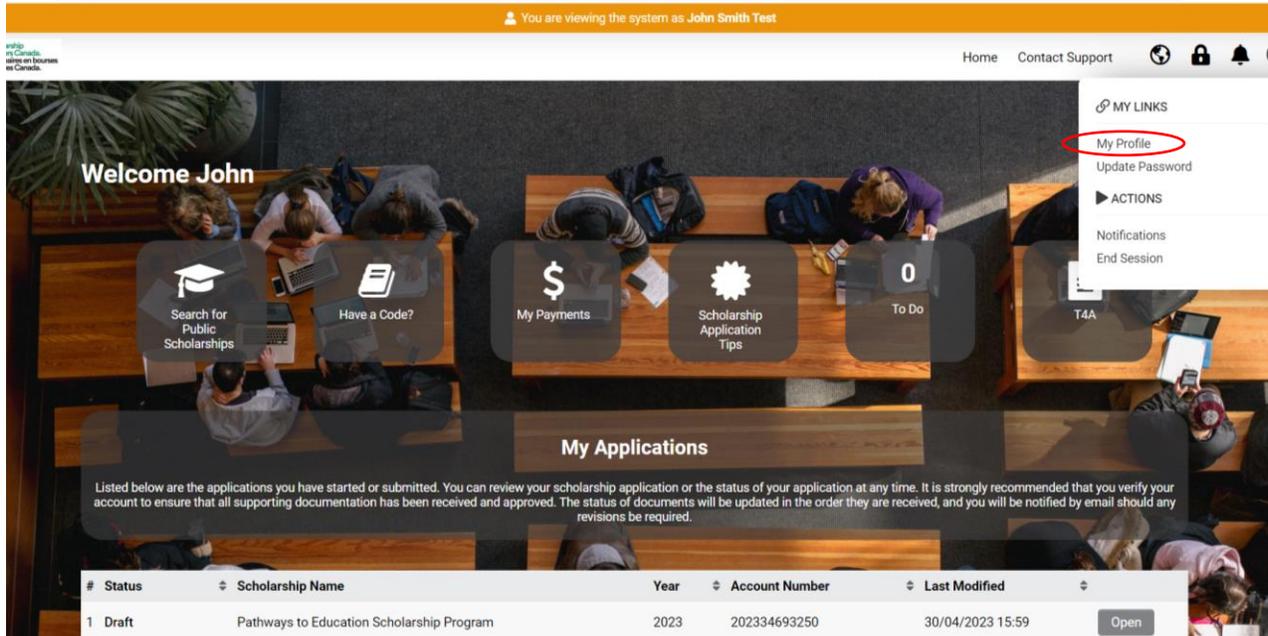
# Pathways Guide for Requesting Funds

## To apply for your scholarship funds:

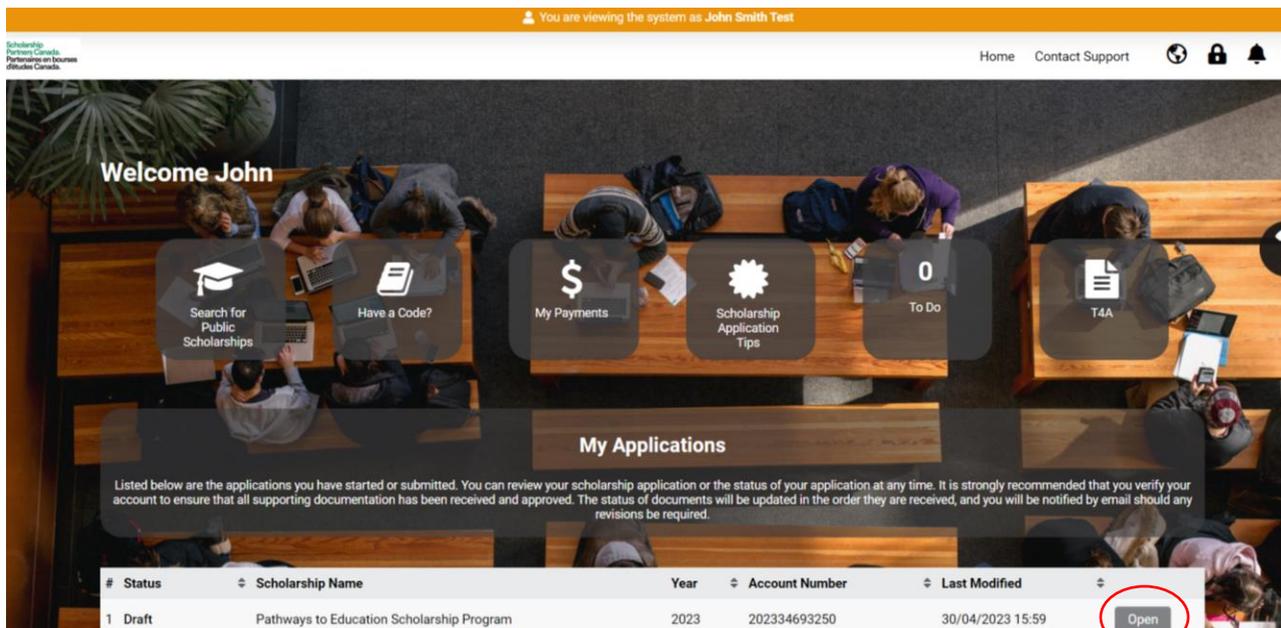
- 1) Set up your student account:
  - A) Go to: <https://portal.scholarshippartners.ca>
  - B) Select the **“Forgot Password?”**
  - C) Enter your email address and select submit.
  - D) Monitor your inbox and junk mail folder for an email from [awards@univcan.ca](mailto:awards@univcan.ca) with a temporary 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.

The screenshot shows the top navigation bar with the logo for 'Scholarship Program Canada' and links for 'Home', 'Contact Support', and utility icons. Below the navigation is the user name 'John Smith Test - 202334693250' and a breadcrumb trail with tabs: PROGRAM, APPLICANT INFORMATION, ACADEMIC, FUNDS REQUEST, ACCESS TO FILE, SUPPORTING DOCUMENTATION, and CONSENT. The 'PROGRAM' tab is active. The main content area is titled 'Pathways to Education Scholarship Program' and contains introductory text, a bulleted list of rules, and a paragraph about program requirements. A link for 'Full Guidelines' is circled in red, pointing to a PDF file named 'Pathways\_Disbursement\_Guide\_for\_Students\_March\_2021.pdf'. At the bottom, there are buttons for 'Save Draft', 'Submit', 'Withdraw', and 'Submit', along with a 'NEXT' button.

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

The screenshot shows the same application interface but with the 'APPLICANT INFORMATION' tab selected and circled in red. The breadcrumb trail now reads: PROGRAM, APPLICANT INFORMATION, ACADEMIC, FUNDS REQUEST, ACCESS TO FILE, SUPPORTING DOCUMENTATION, and CONSENT. The main content area displays the user's profile information: First Name: John, Last Name: Smith Test, Permanent Address, Permanent Address 2, City: Ottawa, Province / State: Ontario, Postal Code / Zip Code, Country: Canada, Telephone, and Email: johnsmith-test@gmail.com. At the bottom, there are buttons for 'Save Draft', 'Submit', 'Withdraw', and 'Submit', along with 'BACK' and 'NEXT' buttons.

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

You are viewing the system as John Smith Test

Home Contact Support

1 of 3

John Smith Test - 202334693250

PROGRAM APPLICANT INFORMATION **ACADEMIC** FUNDS REQUEST ACCESS TO FILE SUPPORTING DOCUMENTATION CONSENT

▼ Post-Secondary Data

Enter the name(s) of educational institution you plan to attend during the upcoming academic year:

If you have already created institutions on your profile, you may add them to your application by clicking on 'Add from Profile' below. To add new institutions, click on 'New'.

Once the record has been added please close the window and click the 'Refresh' button.

Status	Institution Name	Start Date of Studies	Length of Program	Proposed Field of Study	Degree or Diploma Sought
--------	------------------	-----------------------	-------------------	-------------------------	--------------------------

Add from Profile New Refresh

◀ BACK NEXT ▶

Save Draft Submit Withdraw Submit

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".

You are viewing the system as John Smith Test

Home Contact Support

1 of 3

portal.scholarshippartners.ca/ex/Transactionpage.jsp?token=GwsKUH8fVfZSw%3D%3D&objectype=40...

\* Institution Name

Select One

Institution Not Found

\* Start Date of Studies

dd/mm/yyyy

\* Length of Program (years)

\* Field of Study

\* Degree or Diploma Sought

--Select One--

Submit Close Create

ACCESS TO FILE SUPPORTING DOCUMENTATION CONSENT

emic year:

ation by clicking on 'Add from Profile' below. To add new institutions, click on 'New'.

Length of Program	Proposed Field of Study	Degree or Diploma Sought
-------------------	-------------------------	--------------------------

NEXT ▶

Draft Submit Withdraw Submit

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**".

The screenshot shows the 'FUNDS REQUEST' tab selected in the navigation menu. The page title is 'John Smith Test - 202334693250'. Below the navigation menu, there is a section titled 'Funds Request' with a downward arrow. The text explains that the maximum amount a student can request for one year of a multi-year program is \$1800, and the amount requested cannot exceed the remaining scholarship balance. It also states that the current scholarship balance is 0.00 and that the user should confirm the amount by clicking 'New'. A note indicates that after entering the amount, the user should close the window and refresh by clicking 'Save Draft'. Below this text is a table with two columns: 'Status' and 'Requested Amount'. A 'New' button is circled in red in the 'Status' column. At the bottom of the page, there are buttons for 'Save Draft', 'Submit', 'Withdraw', and 'Submit'.

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.

The screenshot shows the 'ACCESS TO FILE' tab selected in the navigation menu. The page title is 'John Smith Test - 202334693250'. Below the navigation menu, there is a section titled 'Authorization for the Distribution of Personal Information' with a downward arrow. The text explains that in compliance with privacy law, information about the application will not be released to anyone who has not been specifically authorized by the applicant. It also states that third parties (parents, guardians, etc.) may contact Universities Canada on behalf of the applicant, in person, by phone, or by email, to receive information about the application but only if the applicant has authorized them on their account. A note indicates that to add an individual to the file, the user should click the 'Authorization List' button and provide the names of family members or legal guardians to whom Universities Canada may release their personal information. A note at the bottom states: 'Note: You are not required to provide access to your file and may change the information at any time.' Below this text is a button labeled 'Authorization List'. At the bottom of the page, there are buttons for 'Save Draft', 'Submit', 'Withdraw', and 'Submit'.

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

The screenshot shows the 'Supporting Documentation' tab selected in the navigation menu. The page contains instructions for uploading documents and a table with one entry. The 'Open' button in the table is circled in red.

John Smith Test - 202334693250

PROGRAM APPLICANT INFORMATION ACADEMIC FUNDS REQUEST ACCESS TO FILE **SUPPORTING DOCUMENTATION** CONSENT

As part of this application, the supporting documentation described below is required. If any of these documents are not **received** and **accepted**, your application will be considered incomplete and will not be evaluated. Supporting documents must be received by Universities Canada on or before 2030-03-31.

Documents may be uploaded by opening the individual documents below and clicking on the Upload button. They can also be sent directly to:

**Scholarship Partners Canada**  
Ref: Pathways to Education Scholarship Program  
1710-350 Albert Street  
Ottawa ON K1R 1B1  
Fax: (613) 563-9745  
E-mail: awards@univcan.ca

**Supporting Documentation**

To upload or send your supporting documents. Please click on "open" below.

Status	Name	Required	Document	Student Comment(s)	Last Updated
	Document Requested	Proof of Registration	Y		

1-1 of 1

Open

Save Draft Submit Withdraw Submit

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"**.

The screenshot shows the 'Proof of Registration' page. It includes instructions for providing a proof of registration, a note about the PDF format, and an upload button circled in red. At the bottom, there are buttons for 'Save Draft', 'Document Mailed', and 'Document Uploaded'.

SM Activity

**Documentation**

**Proof of Registration**

Please provide a proof of registration (tuition invoice, timetable or letter from the Registrar's Office) confirming that you are currently registered as a full-time student. Documentation must include the student's name, student number, school name and/or logo and indicate the dates of enrollment. Documentation originating from the academic institution (i.e. the Registrar) or from a student web account will be accepted, provided that the documentation also includes the URL from which the webpage originated.

NOTE: Please upload the documents and/or images in the pdf format only.

Student Comment(s)

Save Draft Document Mailed Document Uploaded

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.

You are viewing the system as John Smith Test

Home Contact Support

3 of 5

### John Smith Test - 202334693250

PROGRAM APPLICANT INFORMATION ACADEMIC FUNDS REQUEST ACCESS TO FILE SUPPORTING DOCUMENTATION **CONSENT**

#### Applicant Consent & Declaration

Pathways to Education has contracted with Universities Canada for the administration of their scholarship program. This administration role includes the application process, the evaluation and selection process, the processing of student files and the administering of payments for the scholarship on behalf of Pathways to Education. The purpose of this statement is to set out Universities Canada's commitment to the protection of personal information collected, used, disclosed or retained in performing this function. Universities Canada will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use, disclosure and retention of personal information provided by you in the course of your scholarship application.

Universities Canada has appointed a Privacy Officer with overall responsibility for Universities Canada privacy compliance. Should you have any questions, concerns or complaints regarding the privacy of your personal information please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 1710-350 Albert Street, Ottawa, ON K1R 1B1.

Please find below a summary of Universities Canada's privacy policies concerning the collection, use, disclosure and retention of the personal information you will be submitting in this application. Please read the information below carefully as by submitting your application you are consenting to the collection, use, disclosure and retention of your personal information as summarized below. A full version of Universities Canada's Privacy Code which outlines Universities Canada's complete personal information management practices, policies and procedures is available on line at [www.univcan.ca](http://www.univcan.ca) or by requesting a copy from Universities Canada's Privacy Officer.

**PURPOSE OF COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION**  
Your personal information is being collected on behalf of Pathways to Education for the purposes of processing and evaluating scholarship applications, selecting and processing scholarship recipients and administering scholarship payments once awarded. Your personal information will be collected from you and may also be collected from secondary and postsecondary educational institutions. This process will include the release of any or all of your personal information to Pathways to Education as well as internal Universities Canada system administration purposes. Your personal information may be used in the future for the purposes of contacting you and by Universities Canada in evaluating outcomes associated with the scholarship program. There will be no other uses or disclosures of your personal information by Universities Canada unless required or authorized by law or unless you are contacted and your permission is requested. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your scholarship application and the purposes noted herein.

**ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION**  
If you wish to request access to your personal information held by Universities Canada, you will be given access to your personal information held by Universities Canada. Universities Canada will, on request, correct inaccuracies in your information. Please be advised that any inaccuracies must be brought to the attention of Universities Canada's prior to the selection of a scholarship recipient(s).

**RETENTION OF PERSONAL INFORMATION**  
Universities Canada and Pathways to Education will securely retain personal information about applicants for the purposes of verifying applications, administering scholarship payments, and addressing any concerns regarding scholarship awards. Furthermore, Universities Canada and Pathways to Education will retain certain personal information collected throughout the application process for the purposes of contacting you in the future, for assessing the efficacy of the scholarship and for undertaking aggregate analysis with regards to Universities Canada programs. Universities Canada will retain a permanent listing of the names and internal identification numbers of the recipients of the scholarship program in any given year. Universities Canada requires that Pathways to Education comply with Universities Canada's Privacy Policy as outlined herein or follows a policy with comparable privacy standards. By applying for this scholarship I understand that my information will be forwarded to Pathways Canada Alumni Network.

**CONSENT**  
I understand that my scholarship is only accessible until Dec. 31 of the year that I turn 23. All scholarship funds not utilized by this date will be forfeited.

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your scholarship eligibility and our ability to administer the scholarship payments. By completing and signing this application you are consenting to the collection, use, disclosure and retention of your personal information for the above stated purposes.

**\* I have read and agree with the above consent. I have also read the scholarship guidelines and understand the eligibility requirements for this program. I certify that all information provided in this application form and attached documents are true and accurate to the best of my knowledge. I understand that acceptance of this application or receipt of any scholarship/award issued to me may be revoked without notice if any information in this application is subsequently found to be false.**

--Select One--

#### AI Declaration

**\* I declare that no Artificial Intelligence (AI) aids, services, or programs have been used in the preparation of this application.**

--Select One--

BACK

Save Draft **Submit** Withdraw Submit

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.

