SAAS Online Application

REGISTRATION

Screen Shots Guide
Registration Process

Page 1 – Registration Screen

Register with Student Awards Agency Scotland

Welcome to the SAAS registration process. We need certain information to ensure you receive funding. Read our privacy statement to see how we use your information.

Email address

Confirm email address

Password

Passwords must be 8-16 characters long, with at least one number and one letter.

Confirm password

Have you applied to us before?

☐ Yes  ☐ No

Need help with 'applied to us before' question?

Are you an EU student from outside the UK?

☐ Yes  ☐ No

Need help with 'EU student' question?

I’m not a robot

Continue

Notes:

- The email address will become the Student’s ‘User Name’. They can update their email address as required via the Profile option on the Student Dashboard once their account has been activated.

- If the student is an EU National from any other country other than the UK, they will need to select ‘Yes’ to the ‘Are you an EU student’ question.
Notes:

- If the student has applied to SAAS before they will need to know their SAAS reference number before they can progress.

**PLEASE NOTE**: if the student has a record but has not applied since the 2010-2011 session they will not initially be eligible to apply as a returning student.

They must phone us on 0300 555 0505 and we will update their records with us which will allow them to apply online as a continuing student the following day.

They should not proceed by saying they are a new student as this will delay their award being assessed and they will not be able to use online services during the year.
**Notes:**

- An EU student will not be required to enter a UK postcode or a National Insurance number.
A student will be asked to confirm their date of birth and age to submitting errors.
Notes:

- The student will be asked to set up 3 security questions which will be used for password resets – they select the options from a drop-down list. They can update any or all of these questions, as required, from their Student Dashboard once their account has been activated.
Thank you for creating your account

To complete the registration process, check for your activation email and click the link to log in. If you have not received the activation email, please check your spam folder.

SAAS Home

Notes:

- The account has now been set up and an email link will be sent to the email address used to create the account. The student needs to click on the activation link in the email.