

# Scholarship Partners Canada Client Portal

## How-To Guide

Below is a brief how-to guide on using the Scholarship Partners Canada client portal. If you have any questions or concerns, or if you'd like to schedule a live walk-through please contact our Business Development Officer, Graham Barber by email at [gbarber@univcan.ca](mailto:gbarber@univcan.ca)

Please click on the menu below to jump to the appropriate section.

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## Logging In

Navigate to the log in page: <https://portal.scholarshippartners.ca/> and enter your email and password, then click "Login". If you have not used our portal before, please click "Forgot Password?" below the log in button. A temporary password will be sent to your email inbox.

The screenshot shows the login page of the Scholarship Partners Canada portal. The browser address bar displays the URL [https://portal.scholarshippartners.ca/h\\_Login.jsp?lang=1&prole=0](https://portal.scholarshippartners.ca/h_Login.jsp?lang=1&prole=0). The page header includes the organization's name in English and French, and a language dropdown menu set to 'English (US)'. The main content area is divided into several sections: 'Welcome!' with a brief description of the organization's services; 'Apply for a Scholarship' with instructions on how to use the portal; 'Doing Business With Us' with a link to learn more; and 'Applicant Registration' with a 'Register' button. On the right side, there is a 'Login' form with two input fields: 'Email' (containing the placeholder text 'Enter Email') and 'Password' (containing the placeholder text 'Enter Password'). Below these fields is a 'Login' button, which is highlighted by a red arrow. Underneath the 'Login' button are links for 'Forgot Password?' and 'For technical assistance, click here'.

## Navigating the Homepage

**News:** The News section provides a list of current and archived news stories. These stories will provide further information about scholarships, trends in scholarship management, news about Scholarship Partners Canada, etc.

**Programs:** The Programs section provides a list of your programs with a button to open each program and view real-time program statistics.

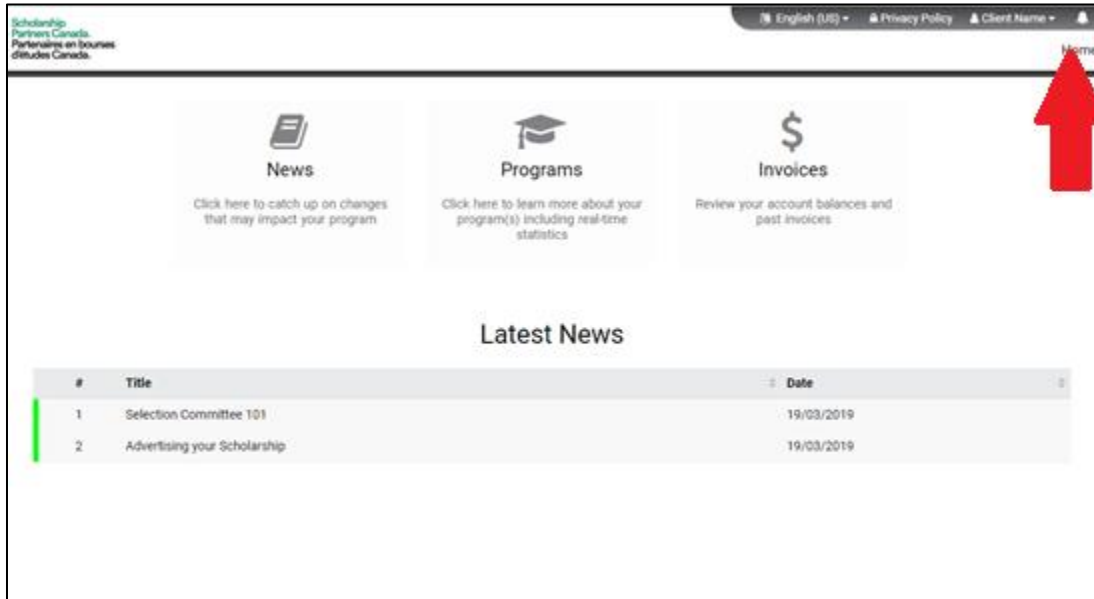
**Invoices:** The Invoices section will provide a list of current and past invoices.

At the bottom of the page under Latest News and News stories marked as New will be listed. Stories will remain as new items for 30 days.

The screenshot shows the homepage of Scholarship Partners Canada. At the top left is the logo. At the top right, there are links for 'English (US)', 'Privacy Policy', 'Client Name', and a 'Home' button. Below the header are three main navigation cards: 'News' (with a document icon), 'Programs' (with a graduation cap icon), and 'Invoices' (with a dollar sign icon). Each card has a brief description of what it leads to. Below these cards is a 'Latest News' section containing a table with two rows of news items.

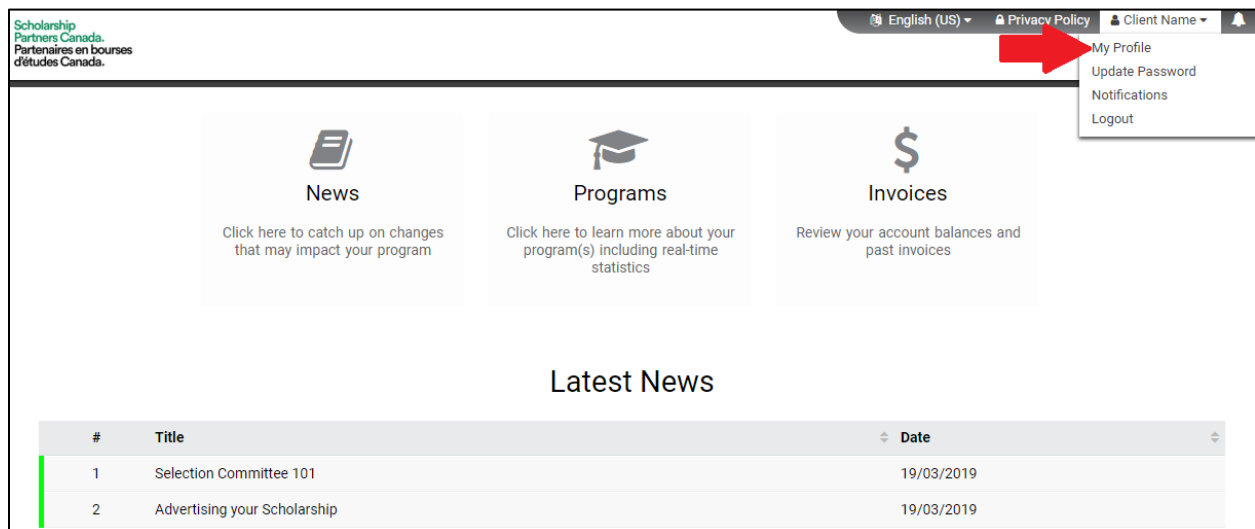
#	Title	Date
1	Selection Committee 101	19/03/2019
2	Advertising your Scholarship	19/03/2019

From any page, click the Home button in the top right to return to the Homepage.



## Profile

We recommend you review and edit to ensure your profile information is up to date. To view your profile, click on your user name in the top right corner, then click on "My Profile".



Please ensure that all the information in your profile is complete and accurate.

Scholarship Partners Canada.  
Partenaires en bourses d'études Canada.
English (US) Privacy Policy Client Name

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Mr. Client Name

\* Organization: Test Client

**Information**

Status: Complete

Title:

Prefix: Mr.

\* First Name: Client

\* Last Name: Name

\* Email: client@just-games.ca

\* Telephone: 123-456-7890

Phone Ext.:

Phone (other):

Phone Ext (other):

Fax Number:

\* Address: 123 Street

Address 2:

\* City: Orleans

\* Country: Canada

\* Province/State: Ontario

\* Postal/Zip Code: K4A 4Y4

\* Correspondence: French

**Client Information**

Job Title:

## Programs

Under the programs tab, you will find a list of the programs that are assigned to your profile.

Scholarship Partners Canada.  
Partenaires en bourses d'études Canada.
English (US) Privacy Policy Client Name
Home



**News**

Click here to catch up on changes that may impact your program



**Programs**

Click here to learn more about your program(s) in real-time



**Invoices**

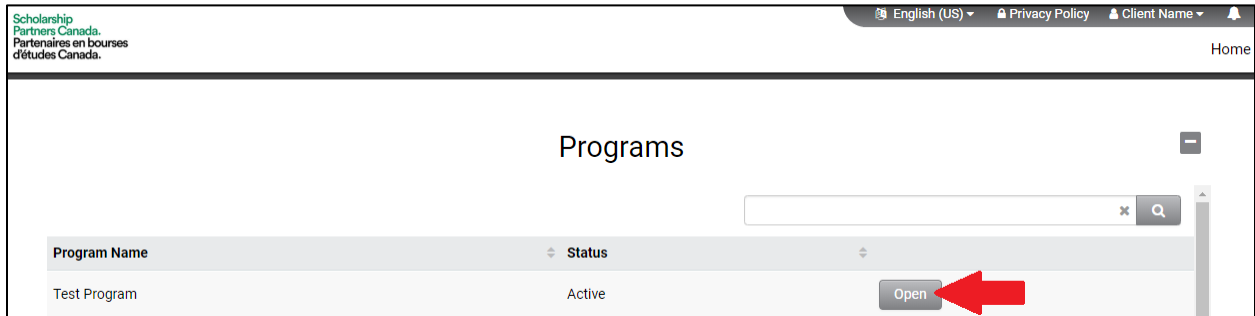
Review your account balances and past invoices



**Latest News**

#	Title	Date
1	Selection Committee 101	19/03/2019
2	Advertising your Scholarship	19/03/2019

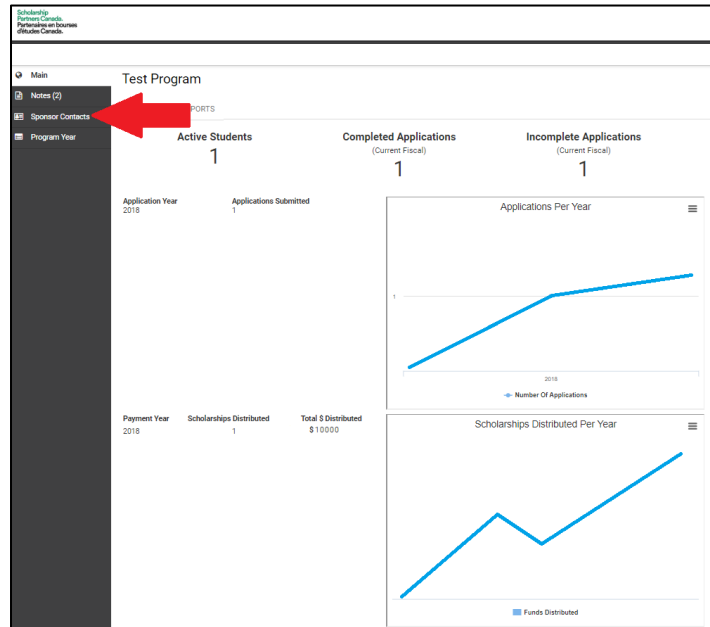
Click the Open button to view real-time program statistics for your program.



Here you will find real-time program statistics including number of applications and value of funds distributed.



On the left-hand side, there is a menu to change the year, to check contacts at your organization associated with your scholarship program(s) or to view notes that may be attached to your program.



We recommend reviewing your Sponsor Contacts as some contacts may have changed. To view a Sponsor Contact, click on "Open" beside the contact's name.

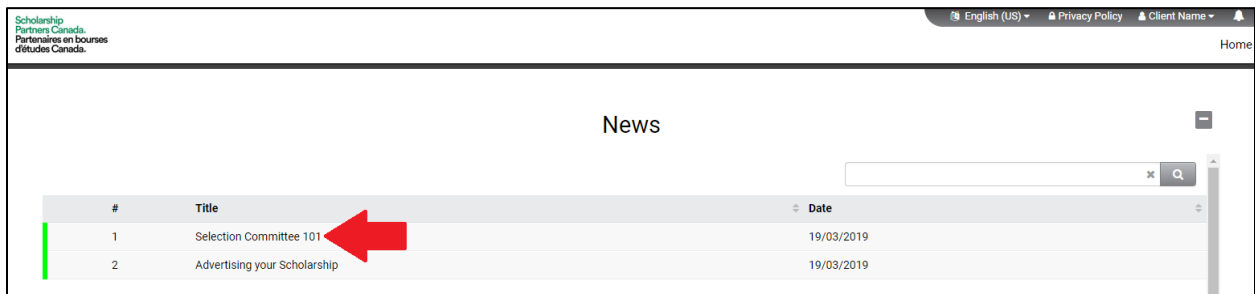
The screenshot shows the 'Test Program' page with a table of Sponsor Contacts. A red arrow points to the 'Open' button next to the first contact. The table has the following data:

#	First Name	Last Name	Email	Organization	State / Province	Role
1	Client	Name	client@just-games.ca	Test Client	Ontario	Main Client Contact
2	Justin	TestClient 02	client02@just-games.ca	Test Client		Secondary Client Contact

The field under Sponsor Contacts are not editable. If you require changes to your Program contacts, please contact your Program Officer or email [Awards@univcan.ca](mailto:Awards@univcan.ca) and we will contact you for more information. When finished, click the Home button in the top-right corner to return to the Homepage.

## News

Under the News section, you can review current and past scholarship news. Here is where we will inform you of changes in our policies or application system. We will also post articles that may provide insight on our processes. New news items will be marked in green. To open an article, click on the article name.

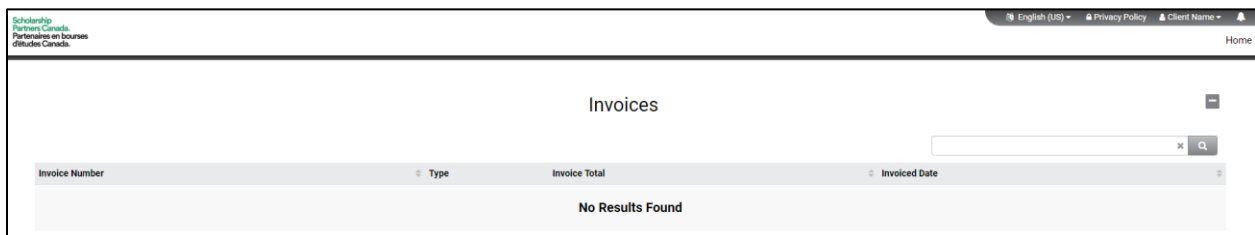


#	Title	Date
1	Selection Committee 101	19/03/2019
2	Advertising your Scholarship	19/03/2019

Here you can read through the full article. When finished, click Home in the top-right to return to the Homepage.

## Invoices

Under the invoices section, you can review current and past invoices for all of your programs. To open an invoice, click on the invoice.



Invoice Number	Type	Invoice Total	Invoiced Date
No Results Found			

Here you can view your current and past invoices. New invoices will be marked in Green.