

- ATTENTION SELECTION COMMITTEE -

The New Brunswick Public Colleges Entrance Scholarship (F-0156)

Also known as **The Peter McGill Scholarship** for Simonds High School, Saint John High School, and St. Malachy's Memorial High School; **The Maurice Roy Scholarship** for Bathurst High School; **Bourse d'études Maurice Roy** for École Secondaire Népisiguit and **Bourse d'études Michel P. Richard** for École L'Odyssée, École Mathieu-Martin, École Clément-Cormier, École Mgr-Marcel-François-Richard and Polyvalente Louis-J.-Robichaud.

TheNBCCFoundationInc.ca

Please follow the instructions below to access the new online platform (as of March 2023) and your students' online applications.

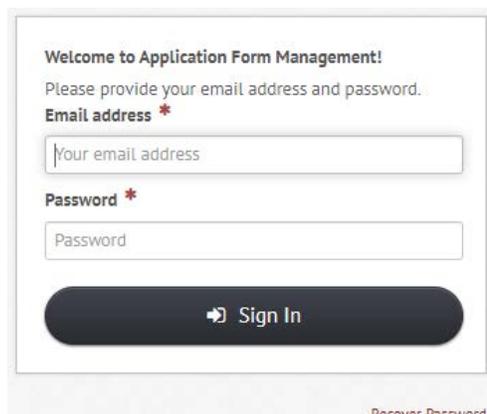
If you received an email with these instructions attached, the Foundation has already activated a user account for you. Go to step 1.

If this was **forwarded to you by a co-worker**, contact the Foundation to get a user account set up.
claudette.gallant@ccnb.ca Program Associate

Now you must set up your password.

1. Go to this address:
<https://thenbccfoundationinc.ca/requests/BursaryRequest/>

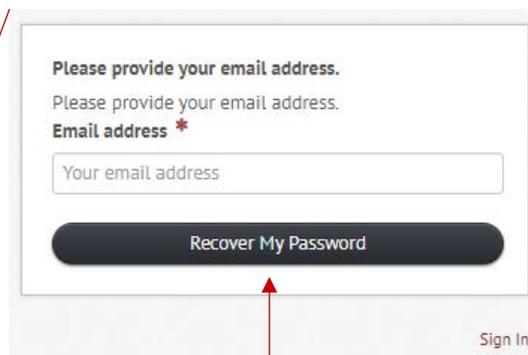
This is what you should see.



Welcome to Application Form Management!
Please provide your email address and password.
Email address *

Password *

3. Click **'Recover Password'** on the bottom right corner. This will open the following window.



Please provide your email address.
Please provide your email address.
Email address *

2. Enter the email address at which you received these instructions.

4. Enter your email address once more. Click on the **'Recover My Password'** button.

- Open and click the link sent to your email from **notification.bourse@ccnb.ca** – **Application Form Management**
- In the newly open box **enter your chosen password** and click the **'Reset My Password'** button.

Reset Your Password
Please provide your new password.

New Password *

Confirm New Password *

Reset My Password

Sign In

- Once logged in, you can **edit your user account**. Click on the gears button under your name to edit your name, email address and the language of the interface.

Please **log out of your account** before closing, using the arrow button on the right, under your name.

Application Form Management
Application Form Management System - The NBCC Foundation Inc.

Roy, Valérie

Application form to be treated **1**

Search

Application form
List of application form

This page will auto

Show 10

Welcome to Application Form Management!
Please provide your email address and password.

Email address *

Password *

Sign In

Recover Password

Congratulations!
You may now log in to the platform at any time, using your email address and newly created password.

<https://thenbccfoundationinc.ca/requests/BursaryRequest/>

In case of any **technical difficulties, please email the date and time of the issue along with a screen capture (if pertinent) including the address bar of your browser window. Add a brief description of the issue to the email. You should receive a response in no more than 48 hours. NBCCFoundation@ccnb.ca*

Once you are logged in.

Application Form Management
Application Form Management System - The NBCC Foundation Inc.

Roy, Valérie

Application form to be treated

List of application forms to be treated

This page will automatically refresh in 04 minutes 40 seconds.

Show 10 entries

Number	Student Number	Name	Campus	College Year	Program	Actions
15757	0222222	VALERIE (TEST) ROY	CCNB, Péninsule acadienne	2023 - 2024	Gestion de la petite et moyenne entreprise	[Edit] [Settings]

Showing 1 to 1 of 1 entries

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Top

The NBCC Foundation Inc. Support Achievement! La Fondation du CCNB Inc. Soutenons la réussite!

If your students have submitted their online application, you will see them listed here. (**Application form to be treated**) You will only see your high school's application.

1. **To VIEW the applications**, click the red application number. (In the above example **15757**). From there you will be able to see the complete application.

In VIEW MODE, you'll also be able to **access the students submitted files by clicking on them** (high school transcript of marks and college acceptance or waiting list letter).

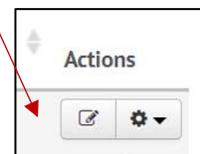
2. **To EDIT the applications – option 1:** On the right-hand side of the page, click on the left 'Action' button. This function is used to correct or complete information submitted by the student. The original information will not be erased.

Option 2: Click on the red application number to view (see #1) and at the top right-hand corner you'll find both Action buttons once more.

3. **To SAVE A PDF - option 1:** click on the right 'Actions' button and choose 'Download.' Original Version: The form as filled by the student. Modified Version: The form including your edits made at number 2 'To EDIT the applications.'

Option 2: Click on the red application number to view (see #1) and at the top of the newly opened page you'll see: [To download the PDF version, please click here.](#) Actually click the words 'click here.'

Option 3: Click on the red application number to view (see #1). At the top right-hand corner, you'll find both 'Actions' buttons once more where you can follow number 3 'To SAVE A PDF - option 1's directions.

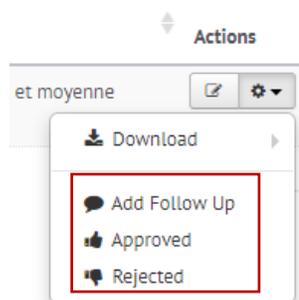


OPTIONAL - If you want to classify the received application...

You do not have to use these functions.

The Foundation uses this function to sort the students for eligibility to the Fall and Winter bursary program. Since it's the same platform, you also have access to the tool, but are not obligated to use all of them.

Under the right-hand side Action button, you have 3 classification options:



Those same 3 options can also be found when in **EDIT MODE** and **VIEW MODE**. They are at the top right-hand corner. See numbers 1 and 2 on the preceding page.

Add Follow-Up: Brings you to a comments box to add notes that can be revised later. Once done, click the 'Add Follow-up' button. Wait for the green confirmation screen at the top right-hand corner to appear before changing page. A speech bubble will appear in front of the application in the main list. (**Application form to be treated**)

Number	Student Number	Name	Campus	College Year	Program	Actions
15757	0222222	VALERIE (TEST) ROY	CCNB, Péninsule acadienne	2023 - 2024	Gestion de la petite et moyenne entreprise	[Action icons]

To review the comments, access the **VIEW MODE** of the application form in question and scroll down to the bottom History Portion.

History

Created by Student - 20 hours ago

Submitted by Student - 20 hours ago



Add Follow Up by Roy, Valerie 1 minute ago

Your notes and comments will appear here.

Approved: If you approve the form, a comment box appears for you to add your notes before you click the 'Approved' button. **Please note that once approved you will have to go through the Search Engine to consult this application form again.** It will no longer appear in your main list (**Application form to be treated**) as it will be considered processed.

Rejected: If you reject the form, a comment box appears, for you to add your notes before you click the 'Rejected' button. **Please note that once Rejected you will have to go through the Search Engine to consult this application form again.** It will no longer appear in your main list (**Application form to be treated**) as it will be considered processed.

See next page for **SEARCH** instructions.

Search



If you have **'Approved'** or **'Rejected'** some of the **applications** but want to consult them again, you will need to go through the **SEARCH ENGINE** on the left-hand side.

For the following, see the image on the page 6.

1-Fill out **one or more filters** and **click the 'Search' button** at the bottom, to create a list.

Please note that most of these filters don't apply to this bursary and will not generate results for you if it was not a field filled on the application form.

Suggestion of best filters to use depending on your needs:

Number: Application number. Useful if you know the student's application number. They receive it in a confirmation email after they submit their filled application form.

NB High School: Your high school

Status: All, Rejected, Approved

Creation Date: The dates between which the student submitted his or her application

2-The list that appears below as a result of your filter choice can be exported to an Excel report by clicking the **'Export to Excel'** button.

OR

3-View each individual application by clicking the red application number. (see page 3)

Application Form Management

Application Form Management System - The NBCC Foundation Inc.



Roy, Valérie



Search

Application form search

Application form to be treated

Search

Research filters

Number	College
<input type="text"/>	<input type="text"/>
College Student ID Number	Campus
<input type="text"/>	<input type="text"/>
Last Name	Academic year
<input type="text"/>	<input type="text"/>
First Name	Program
<input type="text"/>	<input type="text"/>
Initials	Year of Study
<input type="text"/>	<input type="text"/>
Phone number	Admit Term
<input type="text"/>	<input type="text"/>
Home Email Address	Dependants?
<input type="text"/>	<input type="text"/>
year of birth	Member of an Atlantic Canada Credit Union
<input type="text"/>	<input type="text"/>
Status	Marital Status
<input type="text"/>	<input type="text"/>
NB High School	International student
<input type="text"/>	<input type="text"/>
Gender	Secondary school graduation year
<input type="text"/>	<input type="text"/>
Indigenous	Are you a Canadian Immigrant/Refugee ?
<input type="text"/>	<input type="text"/>
Indigenous	Are you a Canadian Immigrant/Refugee ?
<input type="text"/>	<input type="text"/>
Are you a person with Disabilities ?	Canadian Citizen/Permanent Resident
<input type="text"/>	<input type="text"/>
Person of color	Modification date
<input type="text"/>	<input type="text"/>
Creation Date	
<input type="text"/>	<input type="text"/>

Search

Show 10 entries

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15757	0222222	ROY, VALERIE (TEST)	CCNB, Péninsule acadienne	2023 - 2024	Gestion de la petite et moyenne entreprise	

Showing 1 to 1 of 1 entries

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Export to Excel