

How to nominate a witness and sign your Deed of Agreement (Desktop Version)

Scholarship Management System (SMS)



Step 1

Access the Scholarship Management System using the following link: [Scholarship Management System](#). This link will take you to a Service NSW login webpage.



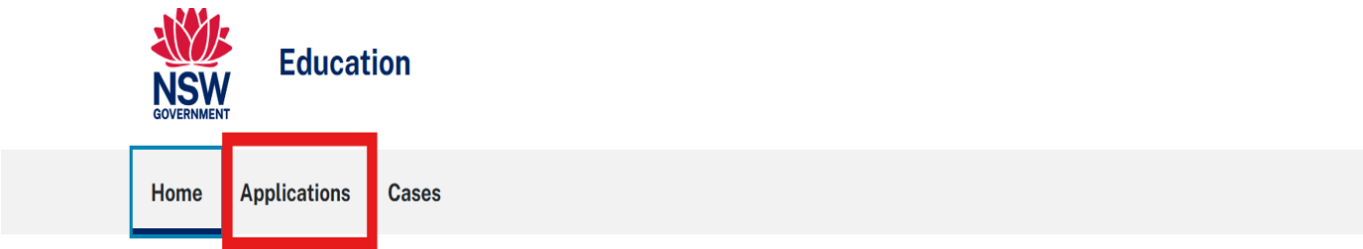
Step 2

Log in using your Service NSW account details and follow the prompts to access the Scholarship Management System Portal.

A screenshot of the Service NSW login page. At the top, there are two logos: the NSW Government logo and the Service NSW logo. Below the logos is the text 'MyServiceNSW Account'. The main heading is 'Log in'. Below this are two input fields: 'Email' and 'Password'. The 'Email' field is a simple text box. The 'Password' field is a text box with a 'Show' link to its right. Below the password field is a link that says 'Reset password'. At the bottom of the form is a red 'Continue' button. Below the button is a link that says 'I don't have an account. Create account'. At the very bottom of the page, there is a row of links: 'Service NSW', 'Accessibility', 'Privacy', 'Terms of use', and 'Copyright and disclaimer'.

Step 3

From the Home page, click the ‘**Application**’ tab.

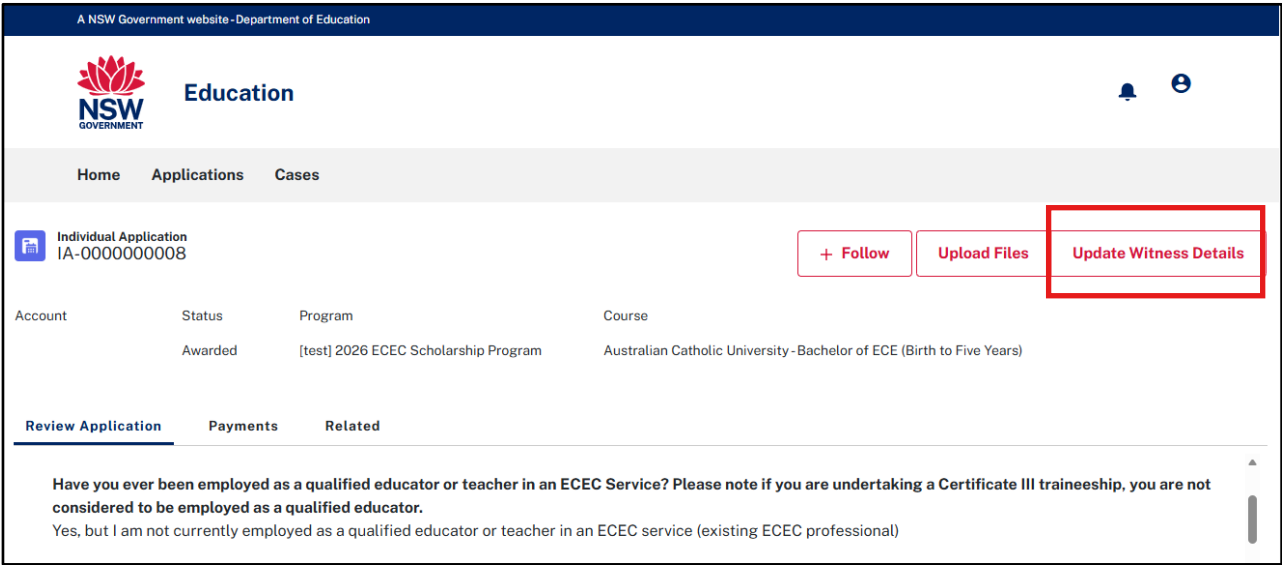


You can post your questions by using this link - [Ask for Help](#)

Supporting Early Childhood Education and Care Careers

Step 4

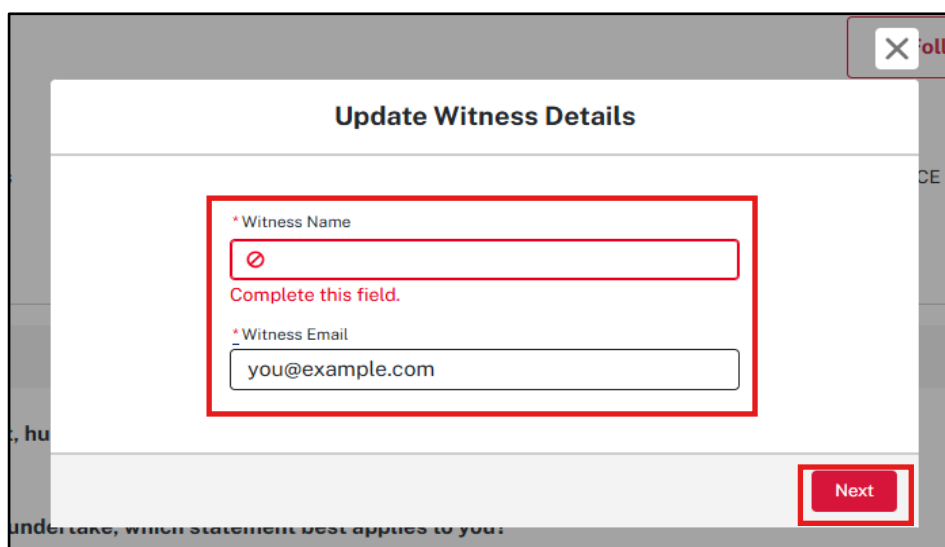
Select the ‘**Update Witness Details**’ button on the right. A pop-up window will then appear where you can **fill in** your ‘**Witness Details**’.



Step 5

Enter your **Witness Name** and **Witness Email** and then click '**Next**'.

Please Note: The witness you nominate should be over the age of 18 years. If you are an applicant that is under 18 years old, your witness should be your parent or guardian.

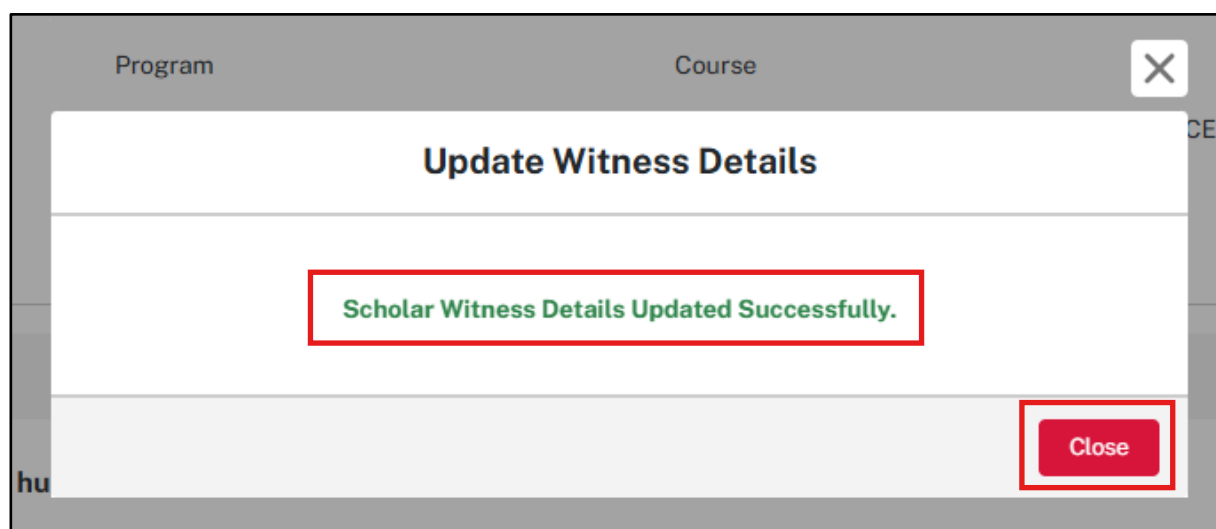


The screenshot shows a web form titled "Update Witness Details". It has a close button (X) in the top right corner. The form contains two input fields: "* Witness Name" and "* Witness Email". The "Witness Name" field is empty and has a red error message "Complete this field." below it. The "Witness Email" field contains the text "you@example.com". A red "Next" button is located at the bottom right of the form.

Step 6

When the **witness details** are updated, a green **pop-up** message will appear: '**Scholar Witness Details Updated Successfully.**'

Click on '**Close**'.



The screenshot shows the same "Update Witness Details" form, but now it displays a green success message in a red-bordered box: "Scholar Witness Details Updated Successfully." A red "Close" button is located at the bottom right of the form.

Following this step, a Deed of Agreement will be sent to both you and your witness to sign. This will occur within two weeks. Please be sure to check your junk/spam folder as well as your inbox for this email.

Support

We are here to help with any questions that you have! To request assistance, please log in to your profile in the [Scholarship Management System \(SMS\)](#) and click on the '**Ask for Help**' button for support.