

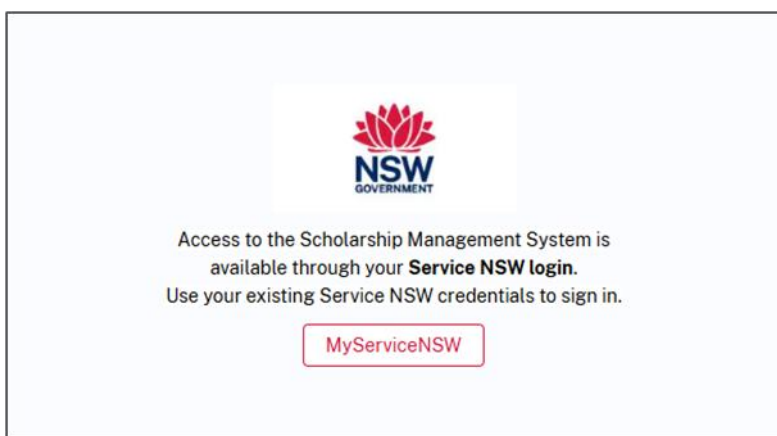
How to nominate a witness and sign your Deed of Agreement (Mobile Version)

Scholarship Management System (SMS)



Step 1

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



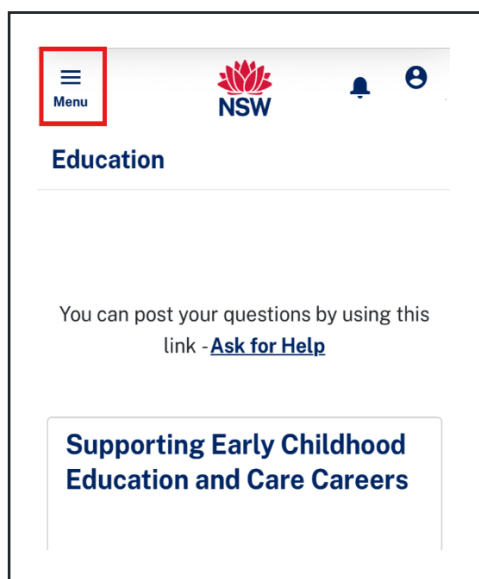
Step 2

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 is an 'Email' label followed by a text input field. Below the email field is a 'Password' label followed by a text input field and a 'Show' link. Below the password field is a 'Reset password' link. Below the reset link is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. Below the reCAPTCHA section is a red 'Continue' button. At the bottom is a link that says 'I don't have an account. Create account'.

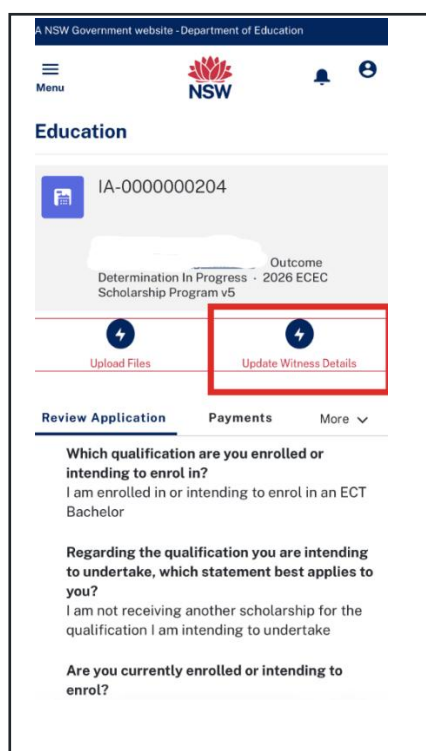
Step 3

From the Home page, tap **'Menu'**, then select **'Applications'** to access your submitted application



Step 4

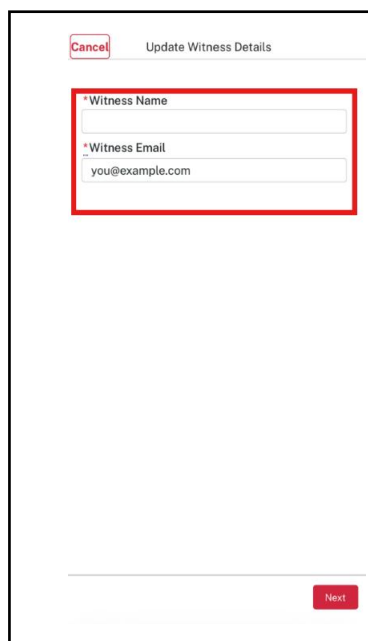
Select the **'Update Witness Details'** button on the right. A pop-up window will then appear where you can **fill in the 'Witness Details'**.



Step 5

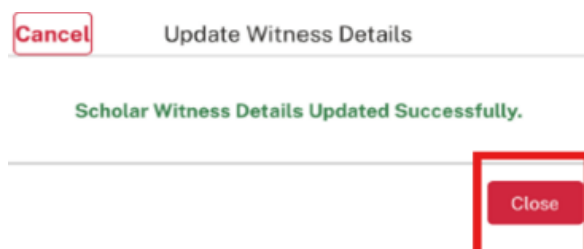
Enter your **Witness Name** and **Witness Email** and then click '**Next**'.

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.



Step 6

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



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

Please remember we are here to support you. If you require assistance, please log in to your profile in the [Scholarship Management System \(SMS\)](#) and click on the '**Ask for Help**' button for support.