



# Post-Secondary Program

NEW ON-LINE APPLICATION  
INSTRUCTIONS

# Initial application – Step One

- ▶ Find the link to the new Chippewas of the Thames First Nation Post-Secondary Program on-line application on the [www.cottfn.com](http://www.cottfn.com) website
- ▶ Click on the Trusts & Boards then Board of Education
- ▶ URL is: <https://sfnspse.ca/>

Outcomes SIS

sfnspsse.ca/login.jsp

First Nation Outcomes | Dadavan Systems Inc. | Outcomes Parent Page | Outcomes Student Page | **PSE Funding Application** | Parent Registration Page

Outcomes Student Information System

**STEP ONE**

helping performance  
A product of Dadavan Systems Inc.

**Please Note:**  
During the hours of 3:00 a.m. and 5:30 a.m. all data is being backed up and you will not be able to access Outcomes.

**System Requirements:**  
Any computer with Internet access and one of the following web browsers installed may be used to access the Outcomes site:

**Windows**

- Firefox

**Mac OS X and Mac OS 9**

- Firefox
- Chrome
- Safari

**Required Software**  
In order to view and print generated report cards, please ensure that you have the latest version of Adobe Reader installed.

**Mac OS 9 Users:**  
For Mac users, Outcomes works best with OS X. However, if you use OS 9, the browsers listed above are recommended. If you encounter a page on the website that doesn't fully load, Reload/Refresh button in your browser.

# Initial Application – step one

- ▶ Site selection
- ▶ Click the drop down arrow
- ▶ Choose Chippewas of the Thames

sfmspse.ca/student/pseapplication.jsp

**Outcomes** Student Information System

## Student application for Post Secondary Education Funding

This form is intended for students applying for post secondary education funding.  
Once you apply and are approved for one program, you will be able to log into your student page to apply for the second program (when applicable)  
If you already have records in the Outcomes Student Information System, please log in via the student page and complete the form there.  
If you have no existing records or do not know, you can add all needed information to this form and submit when ready.

[Student Page Login](#) (for returning students)   [Main Outcomes Login](#) (for staff)

\* denotes a required field.

### Identifying Information

Select Site  
Chippewas of the Thames

\* Status Card #  
Enter 10 digit number

\* Birth Date  
YYYY/MM/DD

\* First Name  
Enter first name

\* Email  
Enter email address

\* Status Card # - also known as INAC or Treaty Number - is a 10 digit number made up of your band number, family number and position number.

\* Gender  
Select

\* Last Name  
Enter last name

\* Your email address will be used to log in and manage your application.

# Initial Application – step one

- ▶ All questions with red asterisk \* must be answered.
- ▶ Inputs personal details such as status card #, date of birth,
- ▶ Download the student contract and release of information sign and upload to documents in your student portal
- ▶ Enter program information and choose the major area of study closest to your faculty of study.
- ▶ Choose the area of study–subcategory closest to your program of study
- ▶ Input any previous funding received by Chippewas of the Thames First Nation Post–Secondary Program.
- ▶ Select the priority level which applies to you.
- ▶ Once your have completed application hit submit button

# Up load documents – step two

- ▶ This is the second step in your application where we request your documents.
- ▶ Please go to our PSE student portal **STUDENT PORTAL LINK:**

<https://slfn.dadavan.com/student/studentpage.jsp>


# How to upload documents –step two

- ▶ Follow the below directions:
  1. Request a password if you are a first time portal user or if you have forgotten your original password -  
Student portal demo video:  
<https://customcodex.com/Outcomes/Dadavan/accessing-your-pse-student-portal>
  2. Once the password is received (via email ) then go back to the portal and log in.
  3. Click on File Manager and upload the following supporting documents (\*your application will not be accepted for funding if documents are missing):

# Required documents

- ▶ A copy of your Secondary School transcript and diploma or prior post-secondary education achievements.
- ▶ All returning students must submit their last term marks.
- ▶ Copy of your status card (front and back) or a current letter from the Chippewas of the Thames First Nation Indian Registry Administrator accompanied with photo id.
- ▶ Submit a completed Direct Deposit Form from your banking institution(Canadian banking institutions only)
- ▶ Copy of your tentative acceptance letter from the post-secondary institution you will be attending.
- ▶ List of courses your are registered in. (timetable)
- ▶ Consent to Release of Personal Information form is fully completed, signed and dated.
- ▶ Student Contract if fully completed, signed, and dated.

# For assistance

- ▶ Contact: Debbie Dolson–Young, Post–Secondary Counsellor
  - ▶ [ddolson@chippewa-ed.on.ca](mailto:ddolson@chippewa-ed.on.ca)
  - ▶ Telephone: 519–289–0621
  - ▶ Miigwech for your patience as the Post–Secondary Program moves to an on–line application and a new student data base.
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