

# KIDS UNDER COVER SCHOLARSHIP RECEIPT SUBMISSION INSTRUCTIONS



## STEP ONE: SIGN UP TO THE KIDS UNDER COVER PORTAL

To register for the Kids Under Cover portal, click – <https://kuc.force.com/portal/s/login/SelfRegister>

Ensure that you enter all details accurately, e.g. your full name, on the form to gain access to the portal. If you receive any errors, please contact the Kids Under Cover Scholarship Program Coordinator on 03 9429 7444.

If have already registered to the portal, move to **Step Two**.

## STEP TWO: SIGN IN TO THE KIDS UNDER COVER PORTAL

<https://kuc.force.com/portal/s/login/?startURL=%2Fportal%2Fs%2Fscholarships&ec=302>

Enter your username 'email address' and password to access the portal.

## STEP THREE: SELECTING YOUNG PERSON TO LODGE RECEIPTS FOR

Click the Scholarships tab at the top of the page and navigate down to your applications, which will be under the title Acquittals Required. All scholarship must have receipts for scholarship expenditure submitted. Click the **Arrow** button next to their application and click the **Receipts** button.

The screenshot shows the Kids Under Cover portal interface. At the top, there is a navigation menu with the following items: HOME, MY PROFILE, FUNDRAISING, STUDIOS, and SCHOLARSHIPS. The SCHOLARSHIPS tab is circled in red. Below the navigation menu, the page title is "Education & training support through the Kids Under Cover Scholarship Programs". The main content area contains several sections: "Kids Under Cover Scholarships", "The Ken & Lenka Morgan Scholarship", and "Department of Health and Human Services Student Scholarships Program". At the bottom of the page, there is a table titled "My Active Scholarship Applications" with the following columns: APPLICATION ID, APPLICANT, LOCATION, STATUS, and DATE SUBMITTED. The table contains one row with the following data: APPLICATION ID: KUC2019270, APPLICANT: John Johnson, STATUS: Approved, DATE SUBMITTED: 17/07/2019. The STATUS cell is circled in red. To the right of the table, there is a dropdown menu with a "Receipts" button highlighted in red.

APPLICATION ID	APPLICANT	LOCATION	STATUS	DATE SUBMITTED
KUC2019270	John Johnson		Approved	17/07/2019

## STEP FOUR: ENTERING ACQUITTAL INFORMATION

Click the **New** button, then fill out all information appropriate to your expense. Click the **Save and Next** button.

The Ken & Lenka Morgan Scholarship

The Ken & Lenka Morgan Scholarship is a one-off scholarship for students living in the main household where a studio is located. This scholarship is valued at \$5,000 and can be used to assist you to pursue your personal, educational and career goals.

Department of Health and Human Services Student Scholarships Program

Kids Under Cover works in partnership with the Department of Health and Human Services to administer the Student Scholarship Program. The program covers years 11 and 12 at Government Secondary Schools or TAFEs. These scholarships are available to help young people living in public or community housing, or those at risk of homelessness, get the support they need to stay in school and achieve their full potential.

Government funds the Student Scholarships

Acquittal Information

Support Docs

ACQUITTAL INFORMATION

\* Category  
Text Books

\* Amount  
\$400.00

\* Date Paid  
23/07/2019

Description  
Year 12 VCE maths book

New

Save & Next

## STEP FIVE: ATTACHING RECEIPT OR INVOICE

Click the **Upload Files** button and upload any appropriate receipt or invoice that matches your acquittal information.

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Acquittal Information

Support Docs

Upload Files Or drop files

Previous

Save & Close

New

Once your file is uploaded, click **Done**.

Upload Files

000608\_Invoices\_2018\_Term2 (1).pdf  
171 KB

1 of 1 file uploaded

Done

CATEGORY	AMOUNT	ACTION
Text Books	\$400.00	
Total:	\$400.00	

Finally, click **Save and Close**.

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Acquittal Information

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000608\_Invoices\_2018...

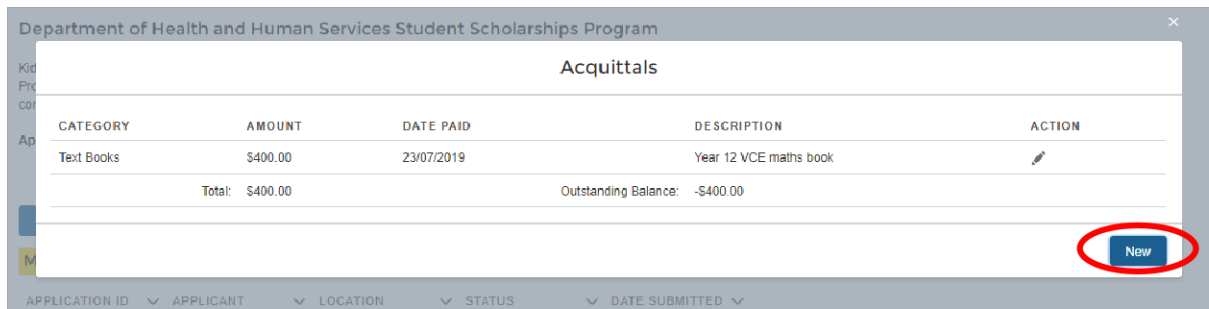
Previous

Save & Close

New

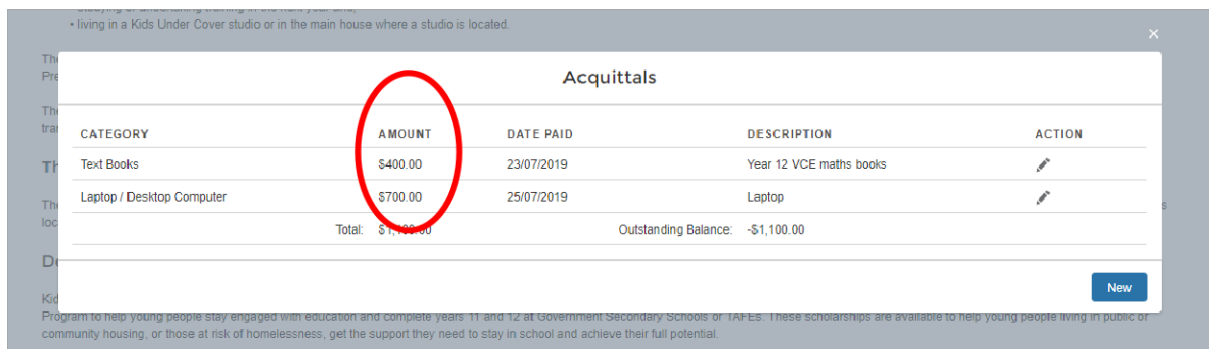
## STEP SIX: REVIEWING EXPENDITURE

A summary of the scholarship's expenditure will be visible when after it is lodged. Expenditure information needs to be submitted for all expenses incurred for the scholarship. If there are multiple expenditures to be lodged, click the **New** button and begin the process again.



CATEGORY	AMOUNT	DATE PAID	DESCRIPTION	ACTION
Text Books	\$400.00	23/07/2019	Year 12 VCE maths book	
Total: \$400.00		Outstanding Balance: -\$400.00		

After you have submitted all your receipts, there will be a sum of your total expenditure that let's you know how much scholarship funds you have spent.



CATEGORY	AMOUNT	DATE PAID	DESCRIPTION	ACTION
Text Books	\$400.00	23/07/2019	Year 12 VCE maths books	
Laptop / Desktop Computer	\$700.00	25/07/2019	Laptop	
Total: \$1,100.00		Outstanding Balance: -\$1,100.00		

*If you need any help with submitting scholarship expenditure,  
please contact Kids Under Cover on:*

*Phone: 03 9429 7444*

*Mobile: 0407 390 249*

*Email: [scholarship@kuc.org.au](mailto:scholarship@kuc.org.au)*