




STEP-BY-STEP INSTRUCTIONS

SAES Online Application Portal

Last updated: June 21, 2022

1

You will need...



- A device (computer, laptop, tablet, or mobile phone) with internet or mobile data
- Your JBNQA beneficiary number (also known as “Cree beneficiary number” - contact your band office if you are unsure of your number)
- Your last report card(s) **or** your official school transcript
- Your long-form birth certificate
- The long-form birth certificate of your dependents
- A way to scan/photograph your documents to upload into the application portal – this can be done by taking a photo of the document with your phone or by using a scanner

2

Need help with your application?



For **support submitting your application** (e.g. exploring programs, scanning documents, requesting transcripts), please contact us at:

Email: sabtuanadulted@cscree.qc.ca

Phone: 418-923-3347 ext. 1321

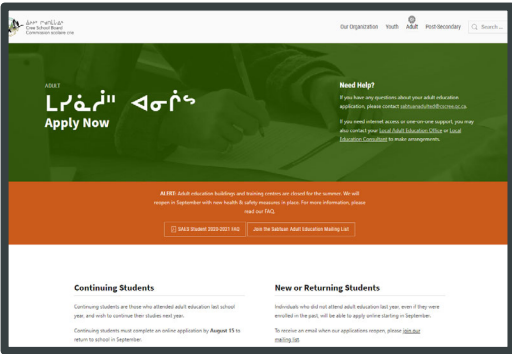
Facebook: @SabtuanAdultEducation

If you are experiencing a **technical issue with the application portal**, or you want to **follow up on a past application**, please contact our technical team directly at saes.application@cscree.qc.ca.



3

1) Navigate to the application portal



You can find the SAES application through the Cree School Board website (eeyoueducation.ca). Click "Adult" in the menu, followed by "Apply now."

You may also follow this direct link: saesapp.eeyoueducation.ca

4

2) Create an account



If you have never used the portal before, click “New Applicant”. From there, you will be asked to enter an email address and password to create an account.

A confirmation will be sent to you via email. Click the link in that email.

Then, re-enter your email and password to login.

Now, you’re ready to start an application!

Note: If you have used the application portal in the past, enter the information from your last session to login. If you forget your password, click “Forgot Password?” to reset it.

5

3) Enter your beneficiary number



The first thing you will need to enter is your JBNQA beneficiary number (also known as your “Cree beneficiary number”). If you are unsure of your number, please contact your band office. Please note that this is **not** the same as your Indian Status number.

If you are not a Cree beneficiary, please contact your Local Education Consultant or email sabtaunadulter@cscree.gc.ca to proceed with your application.

6

4) Enter your permanent code



SAES Funding Application My Applications shauna.vert@csc...

Personal data review

1 Your Personal Information 2 Address 3 Marital Status & Dependents

1. Your Personal Information

Beneficiary # * Permanent Code *

First Name * Last Name *

Name, Student Jaonimmarik

Identification Number Permanent Code

1234567 NAMS123456789

Secondary 2.3 (Secondary 5)

Course	Code	1	2	3	4	5	6	7	8	9	10	11	12
Mathematics	K11 8016	67	70	79	79	79	79	79	79	79	79	79	79
Reading Comprehension		75	70	70	70	71							
One Proportion		46	60	86	86	73							

If you have ever attended school in the province of Quebec, you have a permanent code.

Your permanent code can be found on at the top of your school report cards or transcript (see image).

Note: Later in the application, you will be asked to upload an image of your last report card or your transcript. To request copies of your school report cards, contact the school or school board you last attended. To request your transcript, contact Administrative Services at sabtuanadulited@cscree.qc.ca.

7

5) Complete your personal information



First Name * Last Name *

Middle Name (s) Community of Affiliation *

Gender * Male Female Other

Date of Birth * YYYY-MM-DD

Place of Birth *

Mother Language *

Father Unknown

Father's Family Name * Father's First Name *

Mother's Family Name * Mother's First Name *

SAVE FOR LATER NEXT >

Please provide the long form version of your birth certificate

browse to upload

Scan or take a picture of your birth certificate to upload here.

8

6) Enter your address and contact information



2. Address

Main Phone Number * Second Phone Number

Email *

Current Address

PO Box *

Street No. * Street Name * Apartment No.

Community of Residence * Province * Postal Code *

Date of Residence *

< PREV SAVE FOR LATER NEXT >

9

7) Enter the number of dependants you have and upload the birth certificates of any children



3. Marital Status & Dependents

Marital Status *

No of Dependents:

If you are applying to a program offered at Sabtuan Regional Vocational Training Centre (SRVTC) in Waawaniipi, please indicate how many dependents will accompany you.

Please provide information on your dependents in the list below. Upload a copy of your children's birth certificate using the upload button.

Name	Beneficiary #	Birth Date	Age
No items to show...			

[+ Add Dependent](#)

< PREV SAVE FOR LATER NEXT >

SAES' student allowances are calculated to cover basic living expenses for a student and their dependents.

You must provide information about your children and spouse (if applicable) so we can determine your amount.

To complete this section:

- Enter your marital status
- Enter the number of dependent children
- Upload the long-form birth certificate of each dependent child

10

What is defined as a “dependent”?



A dependent child is defined as:

- i. a child of the student
- ii. a child of the student's spouse or of both
- iii. a child for whom legal adoption procedures have been undertaken
- iv. a child who has been adopted in accordance with Cree tradition

and who

- v. is not married or living in a marital state with another person
- vi. is 18 years of age or under
- vii. is living with the student
- viii. is not himself receiving assistance under this Policy

A dependent spouse is a person who:

- i. is married to the student
- ii. has been living with the student in a common-law relationship for at least 12 consecutive months (an affidavit must be provided), or
- iii. is the father or mother of the student's child and is living with the student and is not himself receiving assistance under this Policy.

11

8) Upload your most recent report card



Under “Highest Grade Achieved,” enter the grade level you last completed (Secondary 3, Secondary 4, Secondary 5...)

Click here to upload your most recent report card or an up-to-date transcript.

4. Previous Schooling

Secondary School Education

Highest Grade Achieved * <input type="text" value="Secondary 3"/>	Please provide your latest high school report <input type="button" value="Download secondary 3 report card.pdf"/> or <input type="button" value="browse to upload"/>												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of School</th> <th style="width: 25%;">Course / Program</th> <th style="width: 25%;">Language of Studies</th> <th style="width: 15%;">Level Completed</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Transcript</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No items to show...</td> </tr> </tbody> </table>		Name of School	Course / Program	Language of Studies	Level Completed	Status	Transcript	No items to show...					
Name of School	Course / Program	Language of Studies	Level Completed	Status	Transcript								
No items to show...													
<input type="button" value="Add Schooling"/>													

12

9) Click “Add Schooling” and enter information about past schools you attended



4. Previous Schooling

Secondary School Education

Highest Grade Achieved *
Secondary 3

Please provide your latest high school report
Download secondary 3 report card.pdf or browse to upload

Name of School	Level Completed	Status	Transcript
No items to show...			

+ Add Schooling

Schooling record

School Name *

Language *

Course *

Status *

Level Completed *

Transcript

← If you have documents additional to what you uploaded in step 8, you can upload them here. For more information on what report cards/transcripts are needed, email sabtuanadulted@cscree.qc.ca

13

10) Indicate whether you are receiving other funding



5. Source of Funding

Are you receiving any grant, allowance or funding from another source? *

Yes No

Please specify

You **must** let us know if you are receiving any other funding when you fill out your application.

Examples of other funding sources include Employment Insurance (EI) or a Special Training Allowance provided by your community/band.

Note: If you are receiving funding from another source, you will not be eligible for an SAES student allowance. Therefore, it is critical that you answer this question honestly - if you are found to be receiving funding from two sources at the same time, you will have to pay back the funds and will face consequences for fraud.

If you are considering switching from another funding source to our allowances, contact your Local Employment Officer with Apatisiwin Skills Development to compare options.

14

11) Select your desired program



Select "General Education" or "Vocational Training" and indicate whether you are interested in full-time or part-time studies.

6 Program Application

General education Vocational training

Education time *

Full-Time Education: 20 hours and more a week

Part-Time Education: less than 20 hours a week

Other

Program *

Secondary School Diploma

Community of education *

Midisani

< PREV SAVE FOR LATER NEXT >

Choose your desired program.

If you are in General Education, the options are:

- **Secondary School Diploma** – to earn credits towards your diploma (includes Literacy and Pre-Secondary – most students are in this category)
- **Preparation to Vocational Training** – to earn prerequisites for a Vocational Training program
- **Preparation to Post-Secondary Studies** – to earn credits and learn skills in order to attend Post-Secondary
- **Socio-Vocational Integration** – Special program in Chisasibi only

15

12) Check that you have completed all required sections of your application



7. List of Required Documents

Application Form
 Beneficiary Number is a required field
 First Name is a required field
 Last Name is a required field
 Gender is a required field
 Date of Birth is a required field
 Place of Birth is a required field
 Father's First & Last Name are required fields
 Mother's First & Last Name are required fields
 Mother Language is a required field
 Community is a required field

Birth certificate

Birth Certificates of Dependents

Previous Report Cards (secondary 1 to last year of attendance)

Transcripts

Completed Missing Documents Please fill up the required fields

! If you don't have a scanner, you may deliver your documents at your Sabtuan adult education office.
 Please click [here](#) to find the nearest office.

16

13) Confirm your application



I hereby certify that the above information given in this form is true, exact and complete. I hereby authorize the Cree School Board and authorize persons to check if information given in this form is accurate. I understand that any false information given in this form or omission may lead to action against me and/or to automatic rejection or dismissal from the program.

Information policy
 The Cree School Board may share your contact information, program of study, and graduation status with reputable employers/entities. These third parties may contact you regarding jobs and other opportunities that match your profile. We will never share confidential information such as banking details, social insurance number, identity documents or medical records with any third parties.

Media policy
 The Cree School Board may occasionally take photo/videos in the classroom or at school activities (such as graduation ceremonies and special events). By submitting this application, you give to the Cree School Board permission to use these photos/publications, advertising, and media releases.
 If you would not like your contact information and/or photos to be shared, you may revoke permission at any time by sending a written notice to ages,application@cscree.qc.ca

17

14) Wait for confirmation emails



You will receive the following updates **by email** once you complete your application:

Immediately after submission	Confirmation of application received
2-4 weeks before program start	Notice of application status (ie "acceptance letter") for program and allowance
1-2 weeks before program start	Full course information package

18