

Quick guide

Student details that you should check

When and why?

SIS has a **Student Information** area where you can see details about your students. You can check this information early in the application cycle, before attendance and registration confirmation, to make sure that the details on a student's application are correct. If any of the information is incorrect, you might need to submit a Change of Circumstance (CoC) or the student may need to take action.

When you submit an attendance confirmation, this acts as a claim for payment through the release of tuition fees. The student information must be correct for the claim to be valid. You can ensure that all claims for payment are valid by checking your students' information.

The student details you should check are:

- bank details held
- valid National Insurance number held
- missing online declaration
- bursary consent to share (student and sponsor)
- course information
- credits
- fee amounts

You can also use the **View Student Information** area of the HE Gateway throughout the year to see detailed information about your students.

Access

You must hold Student Information Advisor access on the HE Gateway to use the **Student Information** area of SIS. If you need this to be added to your account you should contact the User Administrator at your university or college.

View Student Information

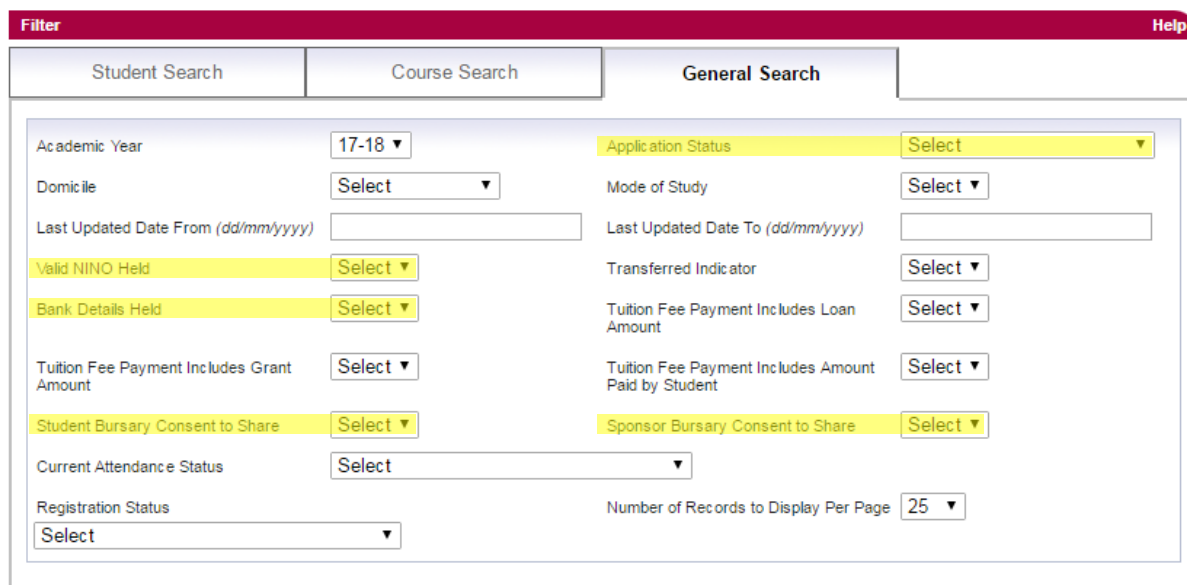
- 1) You can access the **View Student Information** section via the **Student Information Home** link on the left-side menu of the **SIS Home** page.

You can view a student's information when their application status is **Approved** or **Approved Awaiting Signature**.

The **Student Information Filter** page is split out over 3 tabs to allow you to search using a selection of criteria: **Student Search**, **Course Search** and **General Search**.

- 2) To specifically search for students missing the following items, you can use these filters on the **General Search** tab:
 - missing/invalid National Insurance number - **Valid NINO held** - select **N**
 - missing bank details - **Bank Details Held** - select **N**
 - missing student bursary consent to share - **Student Bursary Consent to Share** - select **N**
 - missing sponsor bursary consent to share - **Sponsor Bursary Consent to Share** - select **N**
 - missing online declaration - **Application Status** – select **Approved Awaiting Signature**

 Student Information Filter



The screenshot shows the 'Filter' page with three tabs: 'Student Search', 'Course Search', and 'General Search'. The 'General Search' tab is active. The filters are arranged in a grid:

Filter Name	Value	Filter Name	Value
Academic Year	17-18	Application Status	Select
Domicile	Select	Mode of Study	Select
Last Updated Date From (dd/mm/yyyy)		Last Updated Date To (dd/mm/yyyy)	
Valid NINO Held	Select	Transferred Indicator	Select
Bank Details Held	Select	Tuition Fee Payment Includes Loan Amount	Select
Tuition Fee Payment Includes Grant Amount	Select	Tuition Fee Payment Includes Amount Paid by Student	Select
Student Bursary Consent to Share	Select	Sponsor Bursary Consent to Share	Select
Current Attendance Status	Select		
Registration Status	Select	Number of Records to Display Per Page	25

This picture shows the options in a general search

- 3) When you have selected the criteria you want to use, select the **Filter & Display Results** button. The results of your search will appear below the search filters.

These results will show a high-level summary of the information held for this student. This includes their name, date of birth, course details and attendance status. From

AY 2018/19, there is also a **Credits** field. This will contain a value for students who have applied for Part-Time Maintenance Loans (PTML) only. The credit values will be the number of credits that PTML students have indicated they will study in the academic year on their application form.

- 4) To see a student's information in more detail you can click on the SSN within the search results. This will take you to their **Detailed Student Information screen**.

Detailed Student Information

- When you select a student's SSN from the **Student Information Search Results** you will see their detailed student information. The **Detailed Student Information** section of SIS shows: personal information including address details, registration status and current attendance code
- course information (including course code, course duration, tuition fee and grant details, the amount the student needs to pay and more) other information including bursary consent indicators, Child Care Grant indicators and more
- attendance confirmations (including the attendance confirmed in the academic year relating to this application, the option to change attendance confirmations in some cases and the option to confirm any outstanding attendance dependant on your access level)
- registration confirmation including credit values for Part-Time Maintenance Loan students (if the student needs a registration confirmation, you can submit this from the **Detailed Student Information** page)

If the course, fee or credit information is incorrect, you should submit the appropriate CoC to correct it. Please refer to the Fee CoC quick guide on the [HEP Services website](#) for guidance on how to submit CoCs. If you have CoC Administrator access, you can create a CoC for the selected student by clicking the **Create Change of Circumstance** button at the bottom of the **Detailed Student Information** screen.

Student Information Export

You can use the **Extended Student Information Export** file to export student information from SIS. This will let you view all the above search criteria. You can also use the **Student Information Export** to check credit values for multiple Part-Time Maintenance Loan students at the same time. Please see the Student Information Export quick guide for more information on how to use this option.

Registration Worklist

As mentioned above, you must check that credit values for PTML students are correct and notify us if they are not. In addition to the **Extended Student Information Export**, these values are also visible on the **Registration Worklist**. If credit values are incorrect, you can notify us through the **Registration Worklist**. Please see the Registration quick guide for further information on how to do this.

Filter Help

Student Search
Course Search

Academic Year	18-19 ▼	Customer Reference Number	<input type="text"/>
Student Support Number	SFDU	Date of Birth (dd/mm/yyyy)	<input type="text"/>
Forenames(s) <small>Use wildcards (%) for more matches, e.g. %Joh%</small>	<input type="text"/>	Surname <small>Use wildcards (%) for more matches, e.g. %Sm%</small>	<input type="text"/>
Number of Records to Display Per Page	25 ▼	Mode of Study	Select ▼

Clear Filter and Results
Filter & Display Results
Export Results

Outstanding Registration Confirmations

SSN	Full Name	DoB	Course Start Date	Course Name	SLC Code	Registration Confirmation	Credits
SFDU	21321312231, 4324234234242	21/02/1995	01/09/2018	TOM PTML COURSE- ENG-WAL	501768	Select ▼	90

Set Registered
Set Not Registered
Submit

This picture shows where to check the credit value for PTML students on the Student Search screen.