

Quick guide

Viewing student information

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. These include bank details, National Insurance numbers, course, fee and credit information and bursary consent to share. If any of the information is incorrect or missing, you might need to submit a Change of Circumstance (CoC) or the student may need to take action.

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

Postgraduate master's and doctoral loans

Postgraduate Master's Loan (PGML) and Postgraduate Doctoral Loan (PGDL) are payments to the student. Universities and colleges cannot therefore see the value of the loans requested. However, if a student appears on the **Registration Worklist** it is likely that they are in receipt of a loan.

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) When you have selected your search criteria, select the **Filter & Display Results** button. The results of your search will be displayed 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.

- 3) To view a student's information in more detail, select 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, credits for students in receipt of a Part-time Maintenance Loan, campus 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 (if the student needs a registration confirmation, you can confirm this from the **Detailed Student Information** page)

If you have CoC Administrator access, you can also create a CoC for the selected student. To do this, select the **Create Change of Circumstance** button at the bottom of the **Detailed Student Information** screen.

There is also a **History** button on the **Detailed Student Information** screen. If you select this button, you will see the **Student Information History** for this student. The **Student Information History** holds 3 tabs of information:

- registration history
- attendance history
- Change of Circumstance history