

## Quick guide

# Manual registration

### When and why?

Publicly funded organisations can register full-time undergraduate students before they appear on the Registration Worklist. To do this, you should submit a manual registration. You cannot manually register part-time undergraduate or postgraduate students.

You can use manual registration for a number of reasons, including when a student has made a late application (including previous academic years from 2012 onwards) or when a student registers at your university or college but is in the process of being transferred from another provider via a CoC.

### Access

You must hold Registration Administrator access to the HE Gateway to confirm registrations. If you need this to be added to your account you should contact the User Administrator at your university or college.

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## Submit a manual registration

To register a student manually:

- Select **Create Manual Registration** from the **Registration Home** submenu.
- Choose the **Academic Year** that you want to register the student for using the dropdown box.
- Enter the **Student Support Number (SSN)** or the **Customer Reference Number (CRN)** of the student you want to register.
- Select the **Search for Student** icon next to the **SSN/CRN** field to generate the **surname, forename** and **date of birth** from the SSN or CRN you entered.
- You can submit more than one manual registration by selecting the green **+** icon. This will create a new line to enter another student's details.

When you have entered the details of all the students you want to register, select the **Submit** button.

If the submission is successful, you will see a message saying 'The Manual Registration Confirmations have been submitted successfully to be processed'.

If any manual registrations are not successfully processed, you will see a red box around the relevant SSN number.

You can also include manual registrations in the **Registration File Import** by including the SSN.

## View Manual Registrations

You can view previously submitted manual registration confirmations by selecting **View Manual Registrations** from the **Registration Home** submenu.

You can then use the search filters on this page to show students you have manually registered.

After you have selected your search criteria from the filters, select the **Filter & Display Results** button. You will see the details of all manual registrations submitted by your organisation which match your search results.

If a Change of Circumstance is outstanding for a manually registered student, you will see an icon in the final column against the student. If you select this icon, the system will take you to the Change of Circumstance section of SIS so that you can raise the appropriate CoC notification. If a CoC has already been raised for this student, no icon will appear against them in this column. Once we have processed the CoC, the student's **Student Support Number (SSN)** will appear as a hyperlink which will take you to their **Detailed Student Information**.