

Quick guide

Confirming registration via Detailed Student Information

When and Why?

Students will appear on the Registration Worklist for confirmation 30 days before the start of their course. However, you can manually enter registration confirmation for individual students through the **Detailed Student Information** screens in the Student Information Service (SIS).

You should submit a registration confirmation as soon as a student has been enrolled. For new students this is normally after you have had face-to-face contact with them. You can wait 4-6 weeks to submit a **Not Registered** confirmation to allow the student time to register at a different provider. However, if you know that the individual is not pursuing higher education then you should make the submission as soon as you find out.

Any student receiving maintenance or contribution to costs funding will need a registration confirmation.

You can find further information on registration confirmations in the Registration and When to Confirm quick guide.

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.

Registration confirmation via Detailed Student Information

- 1) Go to the **Student Information Filter** by selecting the **View Student Information** link under the **Student Information Home** menu option. The Student Information Filter is grouped by **Student Search**, **Course Search** and **General Search**. You can use these fields to search for individual students.
- 2) Once you have found the student you want to confirm registration for, select their **SSN**. This will open the **Detailed Student Information** page.
- 3) You will see a **Registration Confirmation** dropdown box under the **Registration Confirmation** banner. Select **Y** or **N** as appropriate.
 - **Yes** to register the individual student (this will trigger maintenance payments to the student)
 - **No** if the student has not registered (this will remove the student's support entitlement)
- 4) When you have selected **Yes** or **No** for all relevant students, select **Submit** to make the confirmations. All students whose registration you have confirmed as **Yes** or **No** will then be removed from the **Registration Worklist**. Their **Student History** page will also update to reflect this.