Quick guide
Using registration exports and imports

When and why?

Students will appear on the **Registration Worklist** for confirmation 30 days before the start of their course. 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 28 calendar days to submit a **Not Registed** confirmation to allow the student time to register at a different university or college. However, if you know that the individual is not pursuing higher education, you should make the submission as soon as you find out.

The Student Information Service (SIS) has an **Export and Import Registration Confirmation** option. This lets you import positive registration confirmations from your own internal systems into SIS via a bulk file. You can export the Registration Worklist from SIS into your own system, add the registration confirmations, and then import the updated file back into SIS. This will let you confirm registration for a large number of students at once. However, you can only use the file import for positive registration confirmations.

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 Export

The **Registration Confirmation Report** file is created from the Registration Worklist screen. It will only include student details related to the search criteria entered where we need registration to be confirmed.

1) Enter the relevant filters on the **Registration Worklist Filter** page and select the **Filter & Export Results** option.

2) Next, select the **Registration Confirmation Report** radio button. The file name will default to 'Registration Confirmation Report'. You can overtype this field with a more relevant file name if you like. If you want to continue with the export, select the **Export Results** button. If you decide not to continue with the export, select the **Cancel** button to return to the **Registration Worklist**.

The **Registration Confirmation Report** comes in the same format as the previously used SSAR file with one addition. From academic year 2018/19, a **Credits** field is added to the export for Part-Time Maintenance Loan (PTML) students. This field lets you submit the credit value on the **Registration Import**, and is mandatory only for students in receipt of PTML. If the submitted value does not match the value already held in the system, a CoC will automatically be created to change the credit value for this student. When the update returns to SIS after reassessment, the student will appear again on the **Registration Worklist**. If a student in receipt of PTML does not have a credit value, the bulk import record for this student will fail and be included in the list of submission failures.

You can find the full details of the file format of this document in the Attendance and Student Information Import and Export Files Technical Specification. You can request this by emailing HEP_Services@slc.co.uk.

Registration Confirmation Import

After exporting the **Registration Confirmation Report** from SIS, you can import it into your own internal systems to update it with the appropriate registration confirmations. This mirrors the previous procedure with SSAR files from the ELP site. Once you have added the registration confirmations, you can import the file back into SIS using the **Registration Confirmation Import** option. This will confirm students' registration, which will in turn release bursary and maintenance payments.

As mentioned above, you can only make positive registration confirmations via the **Registration Confirmation Import**. If you have students on the **Registration Worklist** who have not registered and you want to clear them from the worklist, you will need to navigate to the worklist and manually select **N** to indicate **Not**

Registered. You will need to select this in the dropdown next to each student record and submit.

The **Registration Confirmation Import File** is presented in the same format as the previously used SSAR file. You can find full details of the file format of this document in the Attendance and Student Information Import and Export Files Technical Specification. You can request this by emailing HEP_Services@slc.co.uk.

1) If you want to import the **Registration Import File** into SIS, select the **Import Registration Confirmations** tab from the **Registration Home** page. The system will prompt you to select the file to upload.
2) Once you have selected the correct file, select the **Import & Submit** button to load the file onto SIS. The system will perform the file format validationdescribed below. If the file fails any of the validation rules, you will see an error message.

Validation rule	Error message
File is of the expected type (has a file extension of 'txt')	The file extension is not 'txt'
A file containing identical content has not already been imported into SIS. The system will use a combination of the **Filename** and **Checksum** items to determine this.	The file content has already been imported into SIS
The imported file contains a minimum of 3 records (a header record, a footer record and at least one detail record)	The file contains no records
The number of records in the imported file does not exceed 50,002 (the number of records must not exceed 50,000 plus one line for the header and one for the footer)	The number of records within the file exceeds 50,000

The name of the file can be anything up to 100 characters in length. If it is longer than 100 characters, the filename will be truncated to 100 characters.

File validation checks will compare the HEI code in the header record of the imported file with your HEI code. If the codes do not match, the file will fail and no records will be uploaded.

Each student record in the submitted file will be subject to business validation. This means checking that the student exists and has a registration outstanding.

If a record fails any of the validation rules, you will see the error message 'The format of the file does not match that expected'. See below for a list of validation rules and the corresponding error messages:

Validation rule	Error message
All mandatory items on the **Detail** record must be populated. See the detailed import file format in the Appendix for more information	The format of the file does not match that expected
The **confirmation date** on the **Detail** record is a valid date and on or before the **current business date** (the system date on which the validation is performed)	The format of the file does not match that expected
The **academic year** on the **Detail** record is on or before the **academic year** on the **Header** record	The format of the file does not match that expected
The **HEI code** on the **Detail** record is the same as or a child of the **HEI code** on the **Header** record	The format of the file does not match that expected
The **student support number** (SSN) exists and is in the correct format (4 alphabetic characters, plus 8 digits, plus one character, ABCD12345678X)	The format of the file does not match that expected

If a student in receipt of PTML does not have a credit value in the bulk import record, the import of this student record will fail. You will see it and any other failures listed when you submit the file import.

If the registration confirmation is successful, the registration status of each student will be updated to **Registration Confirmed**, the registration code set to **Registered** and the confirmation date set to the date that the file was imported. The audit history is updated and an event created on each student's individual record with the registration confirmation.