

## Quick guide

# Online Declaration Report

The **Outstanding Online Declaration Report** provides a list of students per academic year who have applied for student finance but have not yet returned a signed online declaration form. You can export this report and use it to contact students via your own systems or processes, to encourage the return of a signed online declaration form. Without this declaration, their attendance cannot be confirmed and therefore maintenance and tuition fee payments will not be made.

The data is derived from blocked maintenance payments in our customer accounting system.

Our application and assessment system will continuously update the data and send it to the Student Information Service (SIS).

### Access

You must hold SIS Report Advisor access to the HE Gateway to see financial reports on SIS. If you need this to be added to your account, you should contact the User Administrator at your university or college.

- 1) First, go to **Financial Reports** by selecting the link on the left-side menu of the **SIS Home** page. Selecting this menu item will also display all the available reports.
- 2) Select the **Outstanding Online Declaration Report** from the **Financial Reports** submenu
- 3) Select the academic year, then select **Display**

The report generates a list of students who have outstanding signed online declaration forms for the academic year you have specified. The information is displayed under the headings **SSN**, **Full name**, **Course Name**, **SLC course code** and **course year**.

You can export the report by selecting the **Export Report** button.

If there are no students with an outstanding signed online declaration form, you will see the message below.

**'No student details found. Please change your criteria and try again.'**

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