

Quick Guide – View Student Information – SFNI PG TFL

Purpose

This quick guide will show you how to use the Student Information area of SIS for students in receipt of a Postgraduate Tuition Fee Loan.

When and Why?

The Student Information area of SIS can be used to view information for students attending your Higher Education Provider (HEP). This can be used prior to attendance confirmation to gain early sight of incorrect details on a student's application which may require a Change of Circumstance (CoC) to be submitted or action to be taken by the student. These can include missing bank details, missing/invalid National Insurance Number (NINO) and incorrect course/fee information.

The View Student Information area of the Portal can also be used throughout the year to view a student's detailed information. Students will appear in the View Student Information area of SIS as soon as their application reaches a state of Approved/Approved Awaiting Signature.

Access

To access the Student Information area of SIS you must hold the Student Information Advisor user access within the HE Portal. If you require this access to be added to your account you can contact the User Administrator within your HEP.

View Student Information

You can access the View Student Information section via the [Student Information Home](#) link on the menu on the left of the SIS Home page. Clicking this menu item will display the [View Student Information](#) link.

Student Information Filter

The Student Information Filter page is split out over three tabs to allow you to search using a selection of criteria: Student Search, Course Search and General Search.

To easily identify students who are in receipt of PG Tuition Fee Loan, use either the [Student Search](#) the [Course Search](#) tabs to filter on [Level of Funding](#) (Postgraduate NI).



Student Information Filter

Filter Help

Student Search Course Search General Search

Academic Year	17-18	Application Status	Select
Course Start Date (dd/mm/yyyy)		Course Name <small>Use wildcards (%) for more matches e.g. Mat%</small>	
UCAS Course Code		SLC Course Code	
Method of Attendance	Select		
Campus	Select		
Qualification	Select	Course Type	Select
Course Status	Select	Course Fee Rate (£)	
Current Attendance Status	Select		
Registration Status	Select		
Current Year Start Date From (mm/yyyy)		Current Year Start Date To (mm/yyyy)	
Level of Funding	Select	Mode of Study	Select
Number of Records to Display Per Page	25		

Clear Filter and Results Filter & Display Results Filter & Export Results

Student Information Search Results

When you have selected the criteria you wish to use, click 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 including their name, date of birth, course details and Attendance Status.

To view a student's information in more detail you can click on the [SSN](#) within the search results to view their [Detailed Student Information](#).

Detailed Student Information

When you have clicked a student's SSN from the Student Information Search Results you will be directed to their **Detailed Student Information**. The Detailed Student Information section of SIS shows:

- Personal Information (including Address details, Registration Status (Registration Confirmation is not required for students in receipt of PG Tuition Fee Loan therefore the Registration Status will display as RCNR (Registration Confirmation Not Required), Current Attendance Code etc.
- Course Information (including Course Code, Campus, Fee Amounts etc)
- Other Information (as the information apart from cohort year is not applicable to students in receipt of PG Tuition Fee Loan the other fields will display 'N')
- Attendance Confirmations (including the attendance confirmed in the academic year relating to this application, the facility to change attendance confirmations in some instances and confirm any outstanding attendance dependant on your user access)

If you have CoC Administrator user access you can also create a CoC for the selected student by clicking the **Create Change of Circumstance** button at the bottom of the Detailed Student Information screen.

Within the Detailed Student Information there is a **History** button. If you select this button you will be directed to the **Student Information History** for this student. The Student Information History holds three tabs of information:

- Registration History (this is not applicable for PG Tuition Fee Loan)
- Attendance History
- Change of Circumstances History

View Student Information Export

There is a Student Information Export facility which will enable you to export student information from the Student Information search results to your own internal systems.

Within the Extended Student Information Export the Postgraduate field for Postgraduate NI students will display a value of 'PG'.

For the most recent specification on export information please email HEP_Services@slc.co.uk.