

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 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 person is not pursuing higher education then you should make the submission as soon as you become aware of this.

You can use the export and import Registration Confirmation facility to import positive registration confirmations from your own internal systems into the Student Information Service (SIS) via a bulk file. You can opt to export the Registration Worklist from the HE Portal into your own systems, add the registration confirmation as necessary, and then import the updated file back into SIS to confirm registration for large numbers simultaneously. However, you can only make positive registration confirmations via the Registration Confirmation file import. By adding students to the registration report then importing the report to SIS you can also register a full-time undergraduate student before they appear on the Registration Worklist.

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

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

Access

To confirm registration you must hold Registration Administrator access within the HE Portal. If you need this access to be added to your account you should contact the User Administrator within your HEP.

Registration confirmation export

You can create the **Registration Confirmation Report** file from the Registration Worklist screen, it will only include student details that relate to the search criteria entered if we require registration to be confirmed.

- 1) From the **Registration Worklist Filter** page, once you have entered the relevant filters, you should select the **Filter & Export Results** option.
- 2) Select the **Registration Confirmation Report** radio button. The filename will automatically be defaulted to Registration Confirmation Report however you can overtype this field with a more relevant filename if required. If you get to this stage but no longer wish to continue with the export, you can use the cancel button to return to the Registration Worklist, however if you wish to progress with the export then select the **Export Results** button.

The Registration Confirmation Report is presented in the same format as the previously used SSAR file with one addition; from academic year 2018/19, a Credits field has been added to the export for the purposes of Part-time Maintenance Loan (PTML) students. A field to allow submission of the credit value is available on the Registration Import, and is mandatory only for students in receipt of PTML. If the value submitted does not match the value held in the system a CoC will automatically be created to change the credit value for this student. When the update returns to SIS following reassessment, the student will be presented again within 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 displayed upon the submission failures.

Full details of the file format of this document are contained within the Attendance and Student Information Import & Export Files Technical Specification, which is available on request from HEP_Services@slc.co.uk.

After exporting the Registration Confirmation Report from SIS as explained above, you can import into your own internal systems to update with the appropriate registration confirmations (this mirrors the previous procedure with SSAR files from the ELP site).

Registration confirmation import

.. You can import a file back into SIS via the **Registration Confirmation Import** to confirm student's registration, which then releases bursary and maintenance payments. To import a file into SIS you can create a file from scratch, alter a file exported from SIS or export from your internal registration system.

Full details of the file format of this document are contained within the Attendance and Student Information Import & Export Files Technical Specification, which is available on request from HEP_Services@slc.co.uk.

Only positive registration confirmations can be made via the Registration Confirmation file import. If you have student(s) on the Registration Worklist who have not registered and you want to clear these students from the worklist, you need to access the worklist from the screens and manually select **N** to indicate Not Registered from the dropdown box against each student and submit as required.

The Registration Confirmation Import File is presented in the same format as the previously used SSAR file. Full details of the file format of this document are contained within the Attendance and Student Information Import & Export Files Technical Specification, which is available on request from HEP_Services@slc.co.uk.

- 1) To import the Registration Import File into SIS, select the **Import Registration Confirmations** tab from the **Registration Home** page. You will be prompted to select the correct file from your system.

- 2) Once you have selected the file, click the **Import & Submit** button to load the file into SIS. The system will perform a file format validation; if the file fails any of the validation rules, these error messages will be displayed:

Validation Rule	Error Message
File is of the expected type (i.e. has a file extension of 'txt')	The file extension is not 'txt'
A file containing identical content has not already been imported into SIS. A combination of the Filename and the Checksum items will be used to determine this.	The file content has already been imported into SIS
The imported file contains a minimum of 3 records, (i.e. 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, (i.e. 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 file name can be anything up to 100 characters in length. If it's longer than 100 characters, then it 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 to check they match. If this is not the case, the file will fail and no records will be uploaded.

Each student record contained within the submitted file will be subject to business validation, checking that the student exists and a registration is outstanding for each student.

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

Validation Rule	Error Message
All items on the Detail record denoted as mandatory must be populated. Refer to the detailed import file format in the Appendix	The format of the file does not match that expected
The confirmation date provided on the Detail record is a valid date and on or before the current business date (i.e. system date on which the validation is performed)	The format of the file does not match that expected
The academic year provided 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 provided 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, i.e. four alphabetic characters, plus eight digits, plus one character, e.g. 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, this student will fail and be displayed upon submission with any other failures as per current import validation rules.

If the registration confirmation is successful, the registration status of each student is updated to **Registration Confirmed**, the registration code set to **Registered** and the confirmation date is 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.