

Quick Guide – Removing User Access

Why?

The HE Gateway includes a facility to create and maintain user accounts which provides access to student information. It is the responsibility of the individual(s) set up with User Administrator access to remove access to individuals who no longer need it. This may arise from a change to a staff member's responsibilities, a department move, or when an individual leaves employment at the provider.

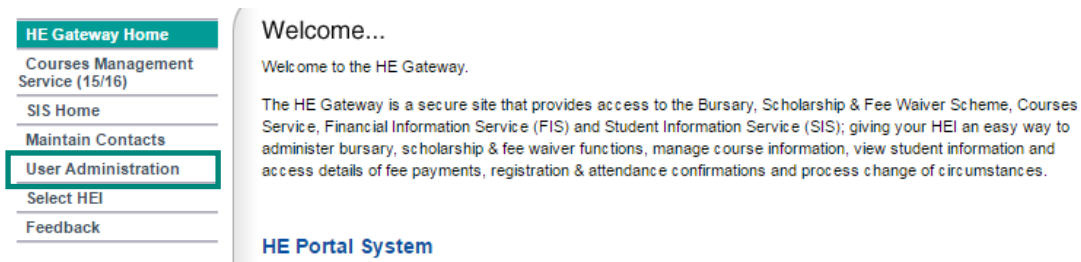
Access

To expire user accounts you must hold User Administrator access within the HE Portal, which is set up by the Student Loans Company (SLC) when a provider is initially set up.

Expiring User Accounts

Once a user's account is expired, their records cannot be amended or reinstated.

- 1) To begin administering users, select **User Administration** from the HE Gateway Home page.



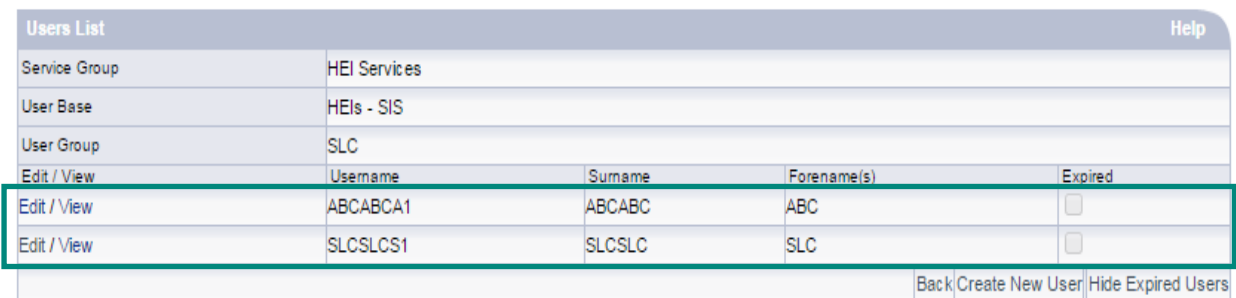
HE Gateway Home
Courses Management Service (15/16)
SIS Home
Maintain Contacts
User Administration
Select HEI
Feedback

Welcome...
Welcome to the HE Gateway.
The HE Gateway is a secure site that provides access to the Bursary, Scholarship & Fee Waiver Scheme, Courses Service, Financial Information Service (FIS) and Student Information Service (SIS); giving your HEI an easy way to administer bursary, scholarship & fee waiver functions, manage course information, view student information and access details of fee payments, registration & attendance confirmations and process change of circumstances.

HE Portal System

If you only have access to a single User Group, the Users List will appear when you click **User Administration** from the HE Gateway Home page. If you have access to more than one User Group, you must select the **User Group** to display the corresponding Users List.

- 2) Select a User Group to show the **User List**.



Users List					Help
Service Group	HEI Services				
User Base	HEIs - SIS				
User Group	SLC				
Edit / View	Username	Surname	Forename(s)	Expired	
Edit / View	ABCABCA1	ABCABC	ABC	<input type="checkbox"/>	
Edit / View	SLCSLCS1	SLCSLC	SLC	<input type="checkbox"/>	
					Back Create New User Hide Expired Users

- 3) From the **Users List**, click on **Edit** to display the **Profile** screen then select **Expire Account**.



Profile for SLCSLCS1 Help

Forename(s)	SLC
Surname	SLCSLC
Contact No	0
Email address	test@slc.co.uk
Expired	<input type="checkbox"/>

Back Expire Account Authorisation and Authentication Reset Password

- 4) The **Confirm Details** screen will display – choose **Submit** to expire the user. You will be returned to the **User Administration** screen.

Confirm Details for SLCSLCS1		Help
This user is being expired.		
Service Group	HEI Services	
User base	HEIs - SIS	
User	SLCSLCS1	
Forename	SLC	
Surname	SLCSLC	
Contact Number	0	
Email	test@slc.co.uk	
Expired	<input checked="" type="checkbox"/>	

Group Memberships			Help
	Start Date	End Date	
SLC	18/Apr/2018 16:01:50		

Role Memberships			Help
	Start Date	End Date	
HEI Student Information Advisor	18/Apr/2018 16:11:35		
HEI User	18/Apr/2018 16:03:37		
HES SIS User Administrator	18/Apr/2018 16:13:21		

Authentication Methods			Help
	Set/Re-set	Lock	
Single Sign On	<input type="checkbox"/>	<input type="checkbox"/>	
			Back Submit