

Quick Guide – Using Registration Exports & Imports

When and Why?

Students will appear on the Registration Worklist for confirmation 30 days before the start of their course. Registration confirmation should be submitted as soon as a student has been enrolled; for new students this is normally after the HEP has had face-to-face contact with them. HEPs can wait 4-6 weeks to submit a 'Not Registered' confirmation to allow the student time to register at a different provider; however, if it is known that the individual is not pursuing higher education then the submission should be made when that becomes known.

There is an export and import Registration Confirmation facility which enables HEPs to import positive registration confirmations from their own internal systems into the Student Information Service via a bulk file. HEP users can opt to export the Registration Worklist from the HE Portal into their own systems, add the registration confirmation as necessary, and then import the updated file back into SIS in order to confirm registration for large numbers simultaneously; however, only positive registration confirmations can be made via the Registration Confirmation file import.

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

Further information on registration confirmations can be accessed 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 can contact the User Administrator within your HEP.

Registration Confirmation Export

The **Registration Confirmation Report** file is created from the Registration Worklist screen and will only include student details that relate to the search criteria entered where SLC require registration to be confirmed.

- 1) From the **Registration Worklist Filter** page, once the user has entered the relevant filters, the **Filter & Export Results** option should be selected.
- 2) The **Registration Confirmation Report** radio button should then be selected. The filename will automatically be defaulted to 'Registration Confirmation Report' however this field can be over typed with a more relevant filename if required. If the HEP user gets to this stage but no longer wishes to continue with the export, the cancel button can be used to return to the Registration Worklist, however if the user wishes to progress with the export the **Export Results** button should be selected.

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.

Registration Confirmation Import

After exporting the Registration Confirmation Report from SIS as explained above, HEPs will then import into their own internal systems in order to update with the appropriate registration confirmations (this mirrors the previous procedure with SSAR files from the ELP site). Once this process has been completed, HEPs can import this file back into SIS via the **Registration Confirmation Import** in order to confirm student's registration, which then releases bursary and maintenance payments.

As mentioned above, only positive registration confirmations can be made via the Registration Confirmation file import. If an HEP has student(s) on the Registration Worklist that have not registered and they want to clear these students from the worklist, the HEP will be required 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 exactly 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) In order to import the Registration Import File into SIS, the user should select the **Import Registration Confirmations** tab from the **Registration Home** page. The user will then be prompted to select the correct file from their system.

- 2) Once the correct file has been selected, the user should click the **Import & Submit** button in order to load the file into SIS. The following file format validation will be performed; if the file fails any of the validation rules, the error messages detailed 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

Note that the name of the file can be anything up to 100 characters in length. If longer than 100 characters, then 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 the HEI code of the submitting HEP 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.