

Quick Guide - Confirming Registration via Detailed Student Information

When and Why?

Students will appear on the Registration Worklist for confirmation 30 days before the start of their course; however, it is possible to manually enter registration confirmation for individual students through the Detailed Student Information screens in the Student Information Service.

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.

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 via Detailed Student Information

- 1) The Student Information Filter is accessed by clicking on the [View Student Information](#) link under the [Student Information Home](#) menu option. The Student Information Filter will be grouped by [Student Search](#), [Course Search](#) and [General Search](#) – the HEP can use their desired fields to search for individual students.
- 2) Once the student that the HEP wants to confirm registration for has been searched for and is displayed in the results, select the [SSN](#) for the relevant student – this will open the [Detailed Student Information](#) page.
- 3) A [Registration Confirmation](#) drop down box is displayed underneath the Registration Confirmation banner – **Y** or **N** can be selected as appropriate.



Registration Confirmation

- **Yes** to register the individual student (this will trigger maintenance payment to student).
 - **No** if you want to indicate the student has not registered, which will remove the student's support entitlement.
- 4) Once the **Yes** or **No** options have been selected for all relevant students, click the [Submit](#) button to make the confirmations. All students who have had their registration confirmed as 'Yes' or 'No' will then be removed from the Registration Worklist and their Student [History](#) page will be updated to reflect this.