

Quick Guide – Viewing Student Information

When and Why?

The Student Information area of SIS can be used to view information for students attending your institution. This can be used early in the application cycle, prior to attendance/registration confirmation, to gain early sight of incorrect details on a student's application that might need 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), incorrect course/fee/credits information or missing bursary consent to share.

The View Student Information area of the Portal can also be used throughout the year to view a student's detailed information.

Postgraduate Master's & Doctoral Loans

As Postgraduate Master's Loan (PGML) and Postgraduate Doctoral Loan (PGDL) are payments to the student, the HEP will not be able to view the value of the loans requested; however, if the student populates on the Registration Worklist it is likely that the student is in receipt of a loan.

Access

To access the Student Information area of SIS you must hold the Student Information Advisor 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.

View Student Information

- 1) 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.

You can view a student's information when their application has been Approved or is Approved Awaiting Signature.

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](#).

- 2) When you have selected the criteria you wish to search on, 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.

- 3) 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, Current Attendance Code etc.)
- Course Information (including Course Code, Credits (applicable to students in receipt of Part-time Maintenance Loan), Campus etc.)
- Other Information (including Bursary Consent Indicators, Child Care Grant Indicators etc.)
- 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)
- Registration Confirmation (If the student being viewed requires a Registration Confirmation then you can confirm this from the Detailed Student Information page)

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
- Attendance History
- Change of Circumstances History