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Financial Registration Guide – SLC Funded Students

This guide is for students that wish to complete Financial Registration by paying their fees with Student Loans Company Funding.

Contents

Entering Registration

Upon logging in, if you have outstanding Registration you should land on the Welcome to Registration Grid. Click on the Financial Registration button.

If you don't land on the Welcome to Registration grid, you can still access your Registration by clicking on the Registration tile.

Step 1. Introduction

In Financial Registration you will see the Activity Guide on the left which keeps track of your progress.

Please read the information on screen. You can expand any sections that are relevant. Then Press Confirm.

Pressing Confirm will mark the step as Complete on the Activity Guide. The Next button will then be available. Click Next.

Step 2. My Academics

Read the information provided. If the information listed is not accurate, you can use the My Adviser of Studies button to contact your adviser.

If the information is correct, move the I accept these details slider to Yes. The Confirm button will then be available. Click Confirm. The Next button will then be available. Click Next.

Step 3. Financial Registration Balance

Read the information displayed. If you have any questions about your Financial Registration Balance, you should raise an IT helpdesk request.

Further information is available by clicking on the small i-bubbles. Click x to close the i-bubble.

Press Confirm.

The Next button will then be available. Click Next.

Step 4. Payment Options

Read the information provided. Then press Confirm.

The Next button will then be available. Click Next.

Step 5. Payment by SAAS

Leave the *Would you like to select this payment option* slider at No and click Confirm.

The Next button will then be available. Click Next.

Step 6. Payment by SLC

Update the *Would you like to select this Payment Option* slider to Yes.

Update the *I confirm that SLC is paying my fees* slider to Yes.

The Sponsor Declaration is then displayed. Update the *I confirm that I have read and understood the sponsor declaration* slider to Yes. Additional information will then be presented.

Fill in the relevant answers. If you have a SLC reference number, enter it in the relevant box. If you don't have a SLC Reference number, please see the information here – No SLC Reference.

If SLC is paying your full fee, please follow the steps below. If SLC is paying part of your fee, please click here: Partial SLC Funding

Full SLC Funding

Update the *Do you expect SLC to cover your full fee* slider to Full. You will then see a notification confirming that your Financial Registration balance has changed. Press OK to clear this message. The balance displayed on the step will also update.

Then press Confirm.

Completing Registration

Once your Financial Registration Balance is 0, you will be taken directly to step 12 to Complete Registration. Click the Complete Registration button.

You will see a message confirming that Financial Registration is complete. Press OK to clear this message.

Once your Registration is complete, you will be taken to the Welcome to Registration Grid where your status will be updated. If you want to return to your Student Homepage, press the Home icon.

Partial SLC Funding

If SLC is paying part of your fee only, please enter the amount you expect them to pay in the relevant box.

Your Financial Registration Balance will update accordingly. You can then press Confirm and then Next to move onto other payment options.

No SLC Reference

If you don't have a SAAS reference number yet, please update the *Do you have a SLC Reference number* slider to No. You'll then be advised that you can't complete Registration until you have this number. Please return to complete Registration once you receive this number from SLC.