

UCAS / HESA UNISTATS PROCESS FOR PROVIDERS C22061 2023/24

HESA 27 April – 31 May 2022

- > During the HESA Identity System (IDS) Grantable Roles Review, providers confirm their roles set up in IDS
- > To successfully complete the review, Unistats record contacts at providers must approve or revoke their colleagues' roles which they are responsible for in IDS
- > <https://www.hesa.ac.uk/support/user-guides/ids-guide/rolereview>

UCAS

- > In the Collection Tool, providers make sure Undergraduate and Conservatoire courses are rolled into the 2023-24 cycle and marked as open
- > <https://www.ucas.com/file/225781/download?token=uS5eIB9i>

UCAS

- > From the Course Management section of the Collection Tool, providers download the Unistats report for 2023
- > Use the UCASProgId and UCASCourseId found in columns D & E of the downloaded Unistats report

HESA By the 'valid data submission deadline'

- > Log into IDS and go to the Data Collection System. Select C22061
- > Add the UCAS ProgId and UCAS CourseID from the UCAS Unistats report for 2023 into the XML file in the UCASPROGID and UCASCOURSEID fields
- > 'Send data' to upload the XML file to the Data Collection System
- > <https://www.hesa.ac.uk/collection/c22061/support-guides>

HESA

UCAS

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MD-7483

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