

# UCAS & HESA DISCOVER UNI PROCESS FOR PROVIDERS C24061 2024/25

UCAS

## HESA 22 APRIL – 22 MAY 2024

- ▶ During the HESA Identity System (IDS) Grantable Roles Review, providers confirm their roles set up in IDS
- ▶ To successfully complete the review, Discover Uni 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 2025-26 cycle and marked as open
- ▶ <https://www.ucas.com/file/225781/download?token=uS5elB9i>

## UCAS

- ▶ From the Course Management section of the Collection Tool, providers download the Discover Uni report for 2025
- ▶ Use the UCASProgId and UCASCourseId found in columns D & E of the downloaded Discover Uni report

## HESA BY THE 'VALID DATA SUBMISSION DEADLINE'

- ▶ Log into IDS and go to the Data Collection System. Select C24061
- ▶ Add the UCAS ProgId and UCAS CourseId from the UCAS Discover Uni report for 2024 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/c24061/support-guides>

HESA

Part of Jisc

## CONTACT DETAILS

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Monday – Friday 08:30 – 17:00

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