Student Maintenance Process (SMP) for Partner Institutions

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| Revision History | Date | Staff member | Revision Made |
| 1.0 | 30/09/2015 | KP | Creation |
| *Student Maintenance Process (SMP)*  Student Maintenance Process (SMP) is used for requesting changes to a student’s status including withdrawals, transfers, suspensions, resumes and repeats. It ensures the process is handed consistently and provides an audit trail. | | | | |

1. Log into **MyStudents**.
2. In the Student Maintenance container, click on **Update Student Details**.
3. Search for the student to update, either by entering their University of Huddersfield **student code** into the search box and clicking on the **Retrieve** button, or search by course code, using the drop down menu and then clicking on the **Retrieve** button.
4. Once you have located the relevant student, click on the **Change status** link in the Request change column.
5. On the Student Maintenance Process (SMP) screen, check the details of the student you are updating and click on the **Proceed** button.
6. Select the correct academic year from the drop-down box. Click on the **Proceed** button.
7. Select the change that you wish to make by clicking on the relevant button (Withdraw, Transfer, Resume, Suspend, Repeat).
8. Complete the required fields of information and click on **Proceed**.
9. Check the details displayed on the **Summary of Changes Requested screen**. If everything is correct click on the **Confirm** button, if not, click on the **Amend details** button to begin the SMP process again and enter the correct details.
10. The request will now be sent to the school admin team for them to review and process.