

The excel file should be 'saved as' using the following file name format, and is saved as a .txt file.

HEI Code Four letter HEI code (DSLCL – Langsdale College)

10 11 for Academic Year 2011/12

CR Fixed text to describe Confirmation of Attendance file

Date File Created Date file created (e.g. 27th August 2011 – 270811)

Sequence No of file As used in the header row.

Sample File format: – DSLCL11CR27081100001.txt - first file for AY10/11 which was created on 27th August 2010.

DSLCL11CR30081100002.txt – second file created for AY11/12 which was created on 30th August 2011.

Submission of the file to SLC:

- Log onto <https://www.elp.slc.co.uk>
- Enter Document Title: HEI Code (DSLCL – Langsdale College)
- File Attachment: Click browse – look for the relevant file from own system
- Save and close.
- An email will be sent to you either confirming successful file submission, or advising of any failure.

- SLC Contact: HEI Helpline: 0845 702 334
Email: bacs_payments@slc.co.uk