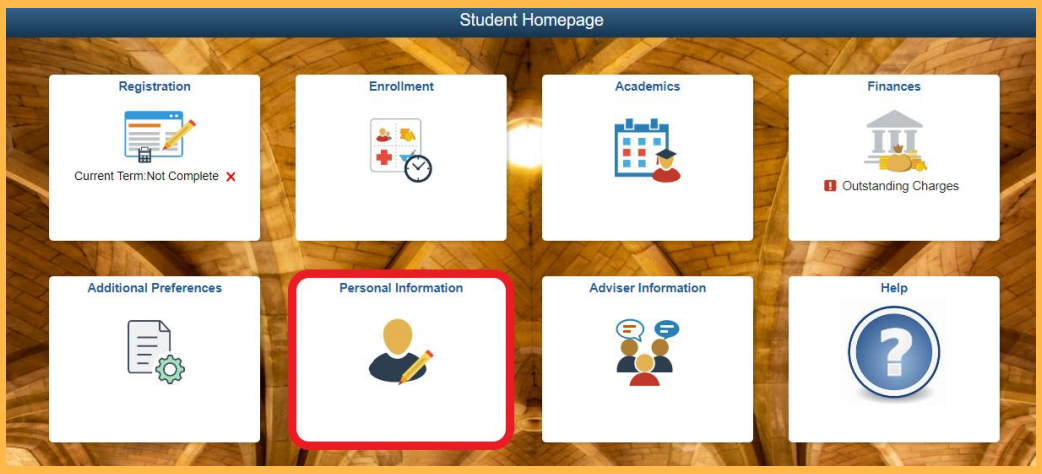
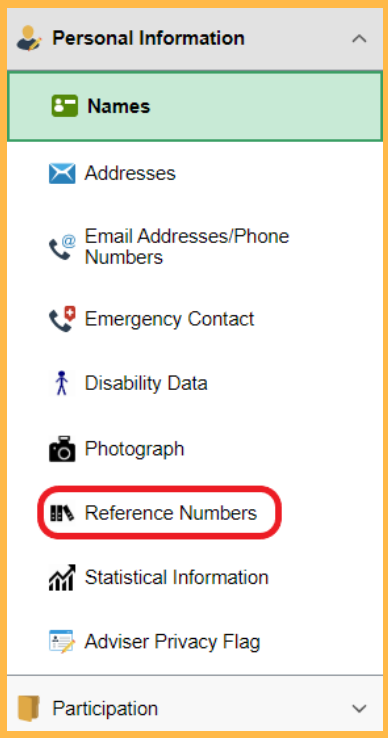
STUDENT SERVICES **ENQUIRY TEAM**

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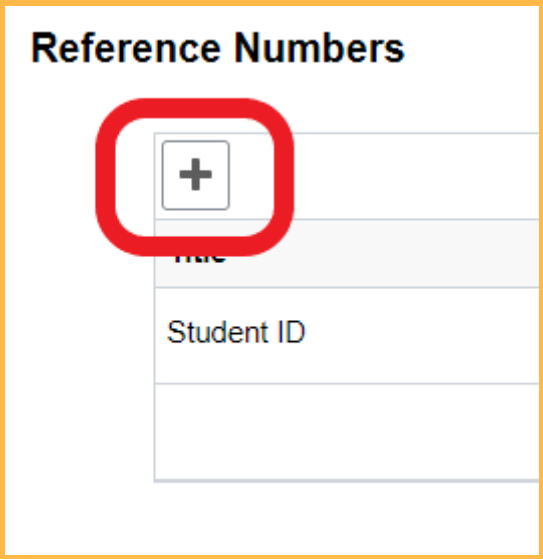
How to add SAAS and SLC reference numbers



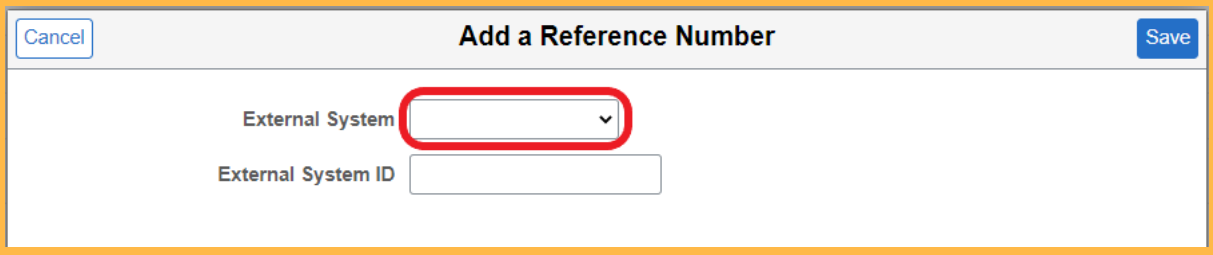
1. Log in to MyCampus and select the Personal Information tile from the Student Homepage.



2. Then click Reference Numbers from the dropdown list on the left.



3. Then click Plus symbol in the top left of the page.



4. Select the relevant option from the dropdown list, then fill in your SAAS or SLC reference number.

Your SAAS reference number is an 8 digit numerical code which allows us to confirm your attendance with SAAS. Your SLC reference number is a 13 digit alphanumerical code which allows us to confirm your registration so that SLC can release your loan to you.

Important Note! When adding your reference numbers:

- Your SAAS reference number must be 8 digits
- Your SLC reference number must be 4 letters, followed by 8 digits, then 1 letter
- Your Part Time Fee Grant (PTFG) reference, if you have one, must be 10 characters

If the above criteria aren't satisfied, your number will not save.