



Signing off an online PLSP form as a student- video transcript

If you choose to disclose a disability or additional support need whilst at the university you will have an opportunity to meet with student services staff at your home academic partner to have your needs assessed and to set up a Personal Learning Support Plan, known as a PLSP, if appropriate.

A PLSP details the support measures that have been approved for you in light of how your specific disclosed needs impact upon your current studies.

Depending on how your PLSP has been set up, your disability adviser might ask you to approve the online form within UHI Records once it has been compiled.

To do this, you'll need to login to [UHI Records](#) using your normal user ID and password.

Once logged into the Student Hub, go to the Home screen and you will see a message in your in-tray to let you know that a PLSP requires approval.

An automated email will also be sent to your university email account.

- From your in-tray, click the Review PLSP link to open the form screen. Then work through each of the tabs to review each section of your PLSP.
- When you're ready to move to the Approval screen, scroll down and click Next.
- Now click to Approve or Reject this version of your PLSP form as applicable. If you choose to reject the form, enter some text into the text box to explain why. Otherwise, click Next.

Your form will now be returned to your disability adviser for completion or amendment, as appropriate.

Where can I view details of my completed PLSP form?

You won't necessarily need to approve your PLSP separately within UHI Records, particularly if you have already discussed and agreed the contents with your disability adviser. You will nevertheless be able to view your PLSP within UHI Records if the form has been written using the Additional Support Online system.

To do this:

- Login to [UHI Records](#).
- Go to the Student Hub. Then Student Support.
- Now go to the PLSP tab. and click the View PLSP button to view your agreed PLSP.

Reviewing your PLSP

You will be invited to review your PLSP from time to time, and your disability adviser might ask you to complete an online form to help with this.

- Login to [UHI Records](#).
- Go back to the PLSP tab (Student Hub > Student Support).
- Click the Complete Review button to open the form. And enter some text into the form boxes where applicable.
- Once you have completed the form, click Next.
- Click the check box to confirm that you are satisfied with the review. And click Next again to send the form to your disability adviser.

Further information

If you require further support or advice, contact Student Services staff at your Home Academic Partner in the first instance. You can also visit the university's [student support web pages](#) for further information.