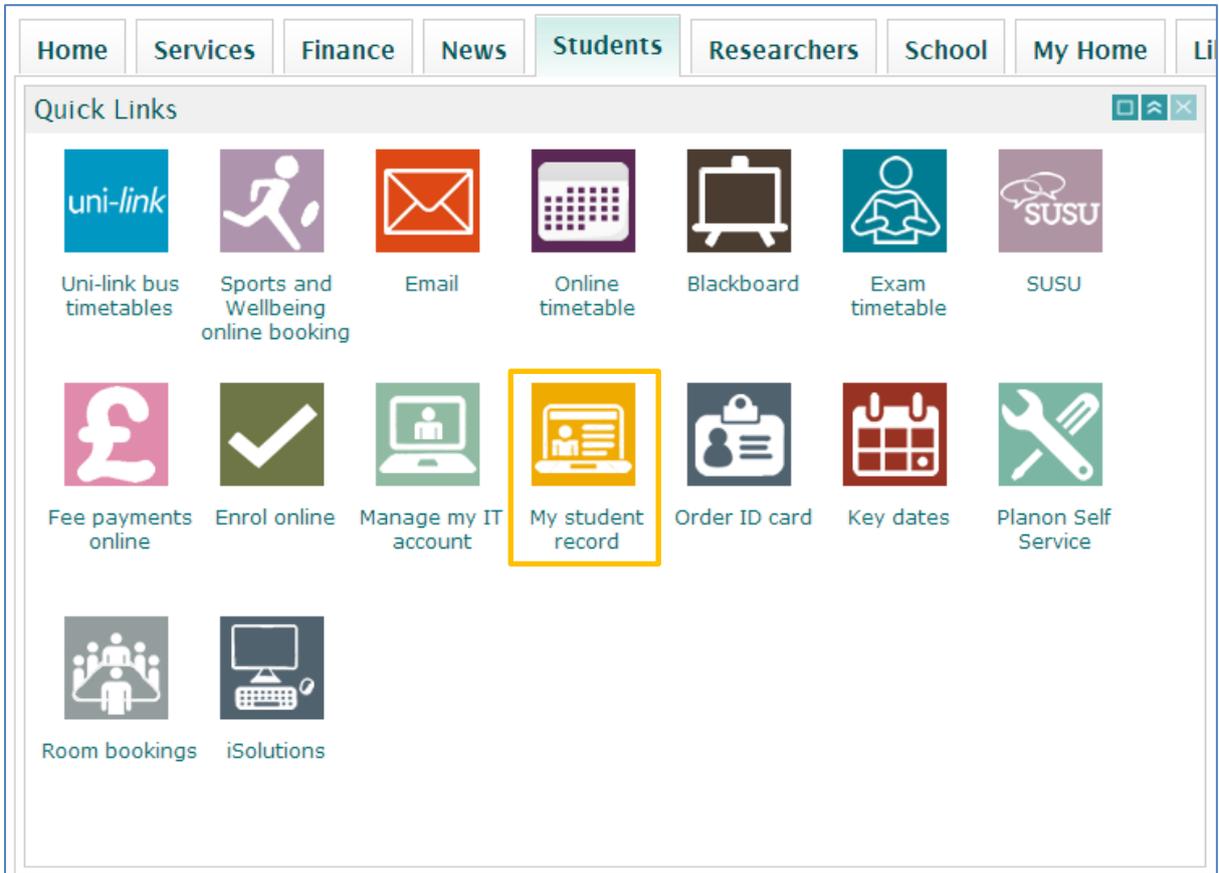


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## Accessing your Student Record:

- 1) Access your Student Record by clicking on the Quick Link in the Students tab on SUSSED. Alternatively you can access your record by navigating directly to <https://studentrecords.soton.ac.uk>



The screenshot shows the SUSSED website interface. At the top, there is a navigation menu with tabs for Home, Services, Finance, News, Students, Researchers, School, My Home, and Li. The 'Students' tab is highlighted. Below the navigation menu is a 'Quick Links' section with a grid of icons and labels. The 'My student record' link is highlighted with a yellow border. Other links include Uni-link bus timetables, Sports and Wellbeing online booking, Email, Online timetable, Blackboard, Exam timetable, SUSU, Fee payments online, Enrol online, Manage my IT account, Order ID card, Key dates, Planon Self Service, Room bookings, and iSolutions.

- 2) Log in using your University Username and Password:

Student Record System Self Service

UNIVERSITY OF  
Southampton

[SITE MAP](#) [HELP](#) [EXIT](#)

### User Login

Please enter your user Username and your Password then click Login.  
When you have finished, please Exit and close your browser to protect your privacy

Username	<input type="text"/>
Password	<input type="password"/>

[Click Here for Help with Login?](#)

If you cannot remember your Username or Password, please go to <https://subscribe.soton.ac.uk/> and use the **Forgotten Username** or **Password** links.

## Selecting Which Address to Update:

- 1) Click on the **Personal Information** tab:

Student Record System Self Service

UNIVERSITY OF  
Southampton

**Personal Information** Student Services Programme Catalogue Enrol Here

SITE MAP HELP EXIT

### Main Menu

Welcome, to the WWW Information System. Last web access on 05 Dec 2016 at 02:31 PM

Enrol Here

Complete your enrolment for the new academic year

Student Services

Apply for admission, display registration information or check your student record or your timetable

**Personal Information**

View or update your address, telephone and emergency contact information, view your email address, view name change information

Programme Catalogue

View programme regulations and option rules

Optional Module Choice

For students only

- 2) Now Select **Update Addresses and Phones**:

Student Record System Self Service

UNIVERSITY OF  
Southampton

**Personal Information** Student Services Programme Catalogue Enrol Here

RETURN TO MENU SITE MAP HELP EXIT

### Personal Information

View Addresses and Phones

**Update Addresses and Phones**

View E-mail Addresses

Update E-mail Addresses

View Emergency Contacts

Update Emergency Contacts

Personal Details

Update Payment Details

- 3) You will now see a list of all active addresses shown on your student record. Check the list of addresses to see if the address you have been asked to update is shown.

An active **Term-Time Address** and **Permanent Address** are required for all students, even if the addresses are the same.

- 4) If the address type is shown, click on the **Current** hyperlink to update the address:

### Update Address(es) and Phone(s) - Select Address



To update an existing address (including providing information about an intended move) you should update the existing address type. Click on the '**Current**' link next to the appropriate address.

To insert a new type of address select the address type from the pull-down list at the bottom of the page and click on Submit.

To update your mobile phone number click on the '**Current**' link next to the number

Permanent Address	Phones
<a href="#">Current</a> ; 26 Apr 2010 to (No end date)	<a href="#">Primary</a> ; None Provided

Term Time Address	Phones
<a href="#">Current</a> ; 01 May 2015 to (No end date)	<a href="#">Primary</a> ; None Provided

- 5) If the address type is not in the list, it means there is no active address. To insert a new address, go to the bottom of the page and select it from the **Type of Address to Insert** list and click the **Submit** button:

Type of Address to Insert:

## If your Address is in the UK:

UK Addresses cannot be typed directly into the page; to enter a UK Address, please click on either the **UK Address Search** or **UoS Halls Search** buttons located at the top of the address:

### Update Address(es) and Phone(s) - Update/Insert



When updating or inserting an address or phone number a valid From Date, Address Line 1, City and either ZIP / Postal code for UK addresses or a Nation for other addresses are required. If you do not know the date you are leaving an address you may leave the Until Date blank. If you make a mistake, click the Reset button to start again. Once your address is correct, please click Submit.

At the bottom of this page you may enter additional phone numbers associated with this address. Your mobile phone number should be entered against your permanent address.

For more information about address and phone data click the help link above.



To enter a UK address, click on either the **UK Address Search** button or the **University of Southampton (UoS) Halls Search** button. To enter a non-UK address, first select the country from the drop down list. This will enable you to enter the address in the fields that follow.

If the search facility is not able to find your address try removing any additional detail from the search parameters such as locality (e.g. "Highfield"). Ideally you need only enter a postcode or a street name and city for the search to find your address.

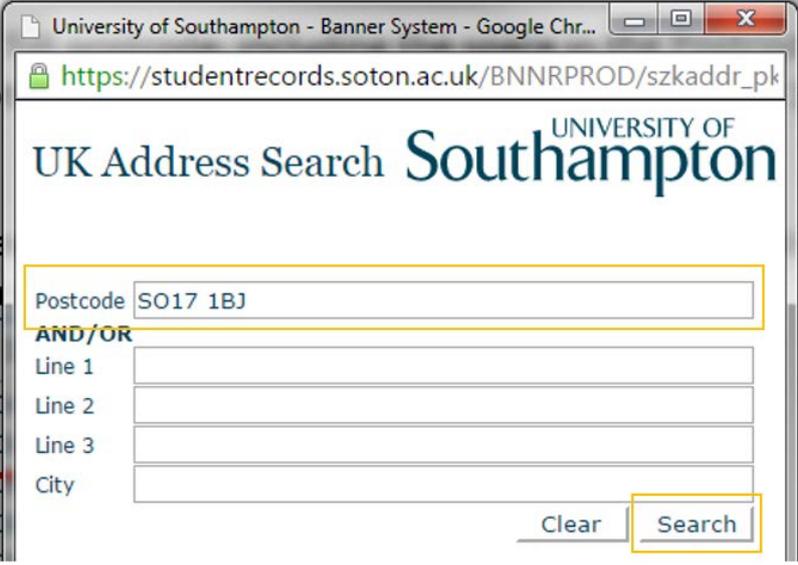
#### Permanent Address

Valid From This Date:DD/MM/YYYY

Until This Date:DD/MM/YYYY

## UK Address Search:

- 1) Enter your full postcode, including the space in the Postcode field.  
You can optionally provide your house number in the Line 1 field.

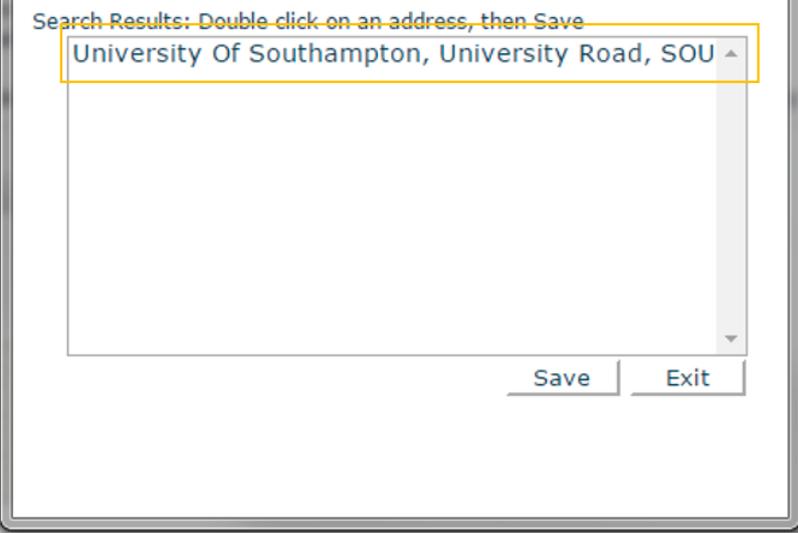


The screenshot shows a web browser window titled "University of Southampton - Banner System - Google Chr...". The address bar displays "https://studentrecords.soton.ac.uk/BNNRPROD/szkaddr\_pk". The page header includes "UNIVERSITY OF" and "UK Address Search Southampton". The form contains the following fields:

- Postcode: SO17 1BJ
- AND/OR
- Line 1: (empty)
- Line 2: (empty)
- Line 3: (empty)
- City: (empty)

At the bottom right of the form are two buttons: "Clear" and "Search".

- 2) Click the **Search** button; you will now be shown a list of addresses which match the information you have provided in the **Search Results** box:



The screenshot shows the "Search Results" section of the form. At the top, there is a instruction: "Search Results: Double click on an address, then Save". Below this is a list box containing one address: "University Of Southampton, University Road, SOU". At the bottom right of the list box are two buttons: "Save" and "Exit".

- 3) **Double-click** on your address from the list (1); it will be copied to the search fields as shown below. Finally click the **Save** button (2) to update the Address form.

University of Southampton - Banner System - Google Chr...  
https://studentrecords.soton.ac.uk/BNNRPROD/szkaddr\_pk

UNIVERSITY OF  
**UK Address Search Southampton**

Postcode

**AND/OR**

Line 1

Line 2

Line 3

City

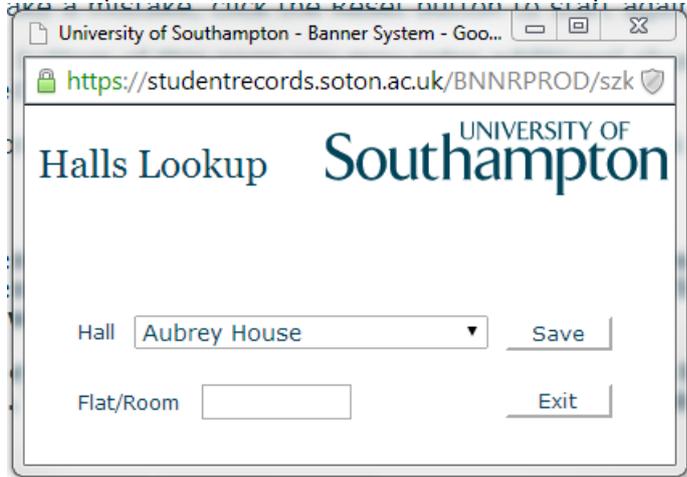
Search Results: Double click on an address, then Save

1

## UoS Halls Search (Term-Time Address Only):

You should only use this tool if you are living in a University Hall of Accommodation.

- 1) Select your Hall from the drop down list and enter your flat or room number in the box provided, then click the **Save** button to update the form with your Halls address



The screenshot shows a web browser window with the URL <https://studentrecords.soton.ac.uk/BNNRPROD/szk>. The page title is "Halls Lookup" and the University of Southampton logo is visible. The form contains two input fields: "Hall" with a dropdown menu showing "Aubrey House" and "Save" button, and "Flat/Room" with a text input field and "Exit" button.

## Required Fields:

The following fields must be completed before you can submit your address:

### Permanent and Term-Time Address:

**Valid From This Date:DD/MM/YYYY**

**Until This Date:DD/MM/YYYY**

- 1) The **Valid From This Date** entry must be in the past for the address to be active
- 2) The **Until This Date** entry should be left blank until you move out

### Term-Time Address Only:

**Type of Term Accommodation:**

**Accommodation Term Code :**

- 1) The **Type of Term Accommodation** should reflect where you are living; **Halls of Residence** are recorded as **Institution maintained property**.
- 2) The **Accommodation Term Code** should always be set to the current academic year.

## Council Tax Exemption (Term-Time Address Only):

Please read the information carefully and tick the box if you consent for the University to share your details with participating councils:

### Council Tax Exemption

In order to gain exemptions from council tax, students' personal information will be shared with Southampton City Council, Portsmouth City Council, Eastleigh Borough Council, Winchester City Council, New Forest District Council, Gosport Council, Bournemouth Borough Council, Isle of Wight Council, Borough of Poole, Test Valley and Fareham Borough Council.

A list of currently enrolled students is sent to these councils once a term (three times a year). The list includes only the following information: academic year, student number, start and expected end date, mode of attendance, first line of address and postcode, enrolment status, department and programme.

I confirm that I do wish for my details to be forwarded to my local Council

The Council Tax information page also describes who will be exempt from Council tax. If you are not exempt and you do not provide evidence to your local council which demonstrates your exemption, you may be liable for the full amount of council tax owed for a property. Further information can be found [here](#).

In these circumstances please contact the team with your student ID number on [counciltax@southampton.ac.uk](mailto:counciltax@southampton.ac.uk) and a Proof of Enrolment letter will be produced for you.

Further information is available at <http://www.southampton.ac.uk/studentadmin/admin/counciltax.html>

## If your Address is Overseas:

Overseas addresses can be typed directly into the fields on the page. Please select your country from the drop-down list to allow entry:

<b>Term Time Address</b>	
<b>Valid From This Date:DD/MM/YYYY</b>	<input type="text" value="20/02/2015"/>
<b>Until This Date:DD/MM/YYYY</b>	<input type="text" value="01/07/2015"/>
<b>Country:</b>	<input type="text" value="United States"/>
<b>Address Line 1:</b>	<input type="text"/>
<b>Address Line 2:</b>	<input type="text"/>
<b>Address Line 3:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>
<b>ZIP or Postal Code:</b>	<input type="text"/>
<b>Type of Term Accommodation:</b>	<input type="text" value="Other rented accommodation"/>
<b>Accommodation Term Code :</b>	<input type="text" value="2014-2015 Academic Session"/>
<b>Delete this Address:</b>	<input type="checkbox"/>

## Submitting Your Updates:

- 1) To Submit your updates, go to the bottom of the page and click the **Submit** button:

<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Submit"/>	<input type="text" value="Reset"/>	
<input type="text" value="Select a Different Address to Update"/>		

[\[ View Address\(es\) and Phone\(s\) \]](#)

- 2) If there are any errors, a message will be shown at the top of the page which details the problems:

**Errors occurred. Please try again.**  
**Address Line 1 must be entered.**  
**City must be entered.**  
**Term Code and Accommodation are required.**

- 3) If you are unable to update your address or are not sure what to do, please contact the Student Records Team on 02380 599 667 or [sturec@soton.ac.uk](mailto:sturec@soton.ac.uk).