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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

2) Log in using your University Username and Password:

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:

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

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:

**Student Record System Self Service**

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

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current:</strong> 26 Apr 2010 to (No end date)</td>
<td><strong>Primary:</strong> None Provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Time Address</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current:</strong> 01 May 2015 to (No end date)</td>
<td><strong>Primary:</strong> None Provided</td>
</tr>
</tbody>
</table>

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:

**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:
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.

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:
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.
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.

Required Fields:

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

**Permanent and Term-Time Address:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Valid From This Date</strong></td>
<td>DD/MM/YYYY</td>
</tr>
<tr>
<td><strong>Until This Date</strong></td>
<td>DD/MM/YYYY</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Term Accommodation:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Accommodation Term Code</strong></td>
<td>2014-2015 Academic Session</td>
</tr>
</tbody>
</table>

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:

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:

Submitting Your Updates:

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

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

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.