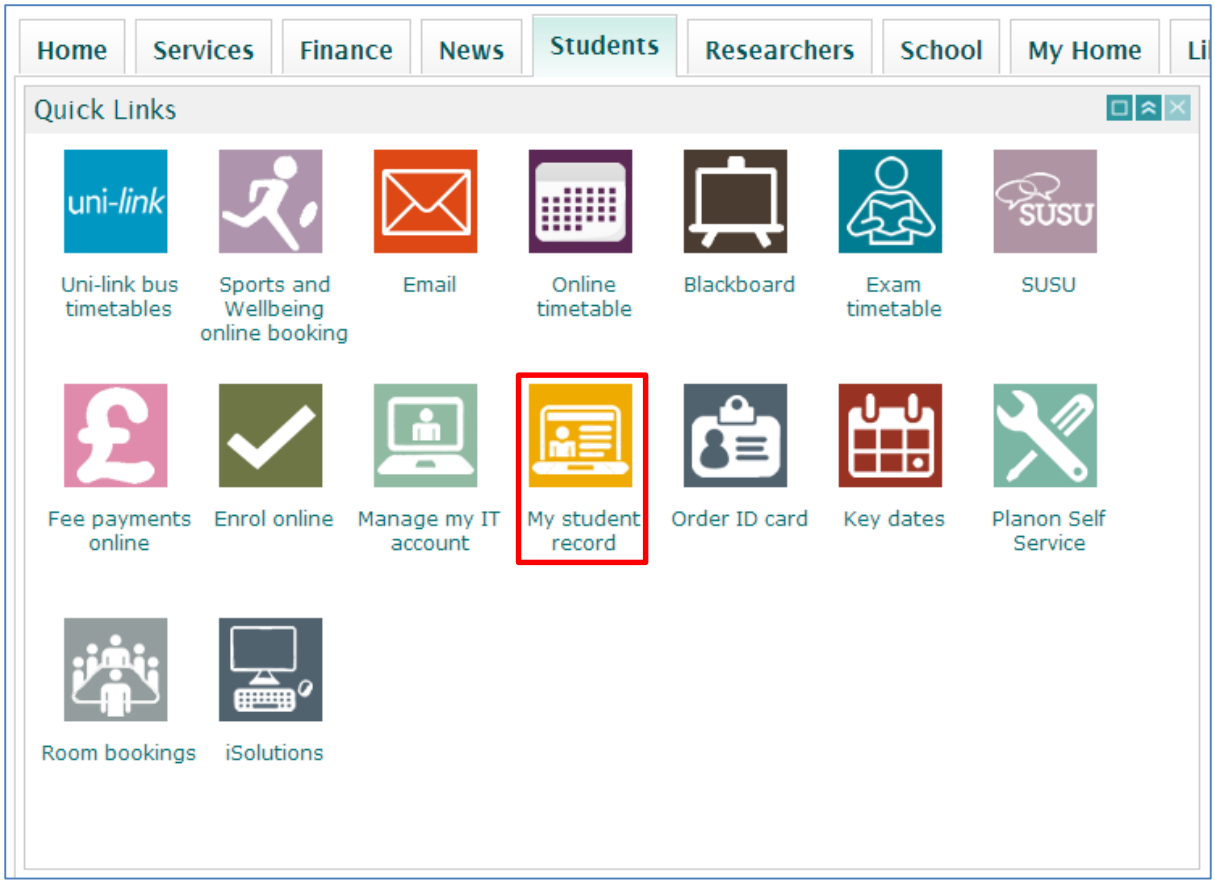
Contents

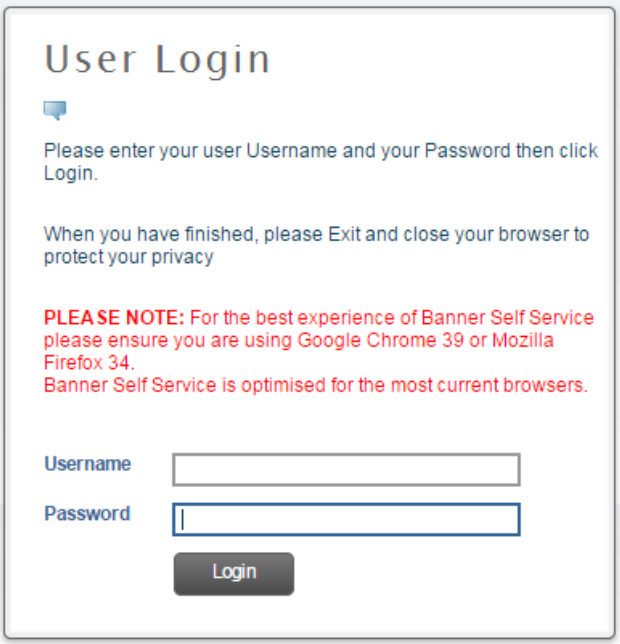
Accessing your Student Record: 2
Selecting Which Address to Update: 3
If your Address is in the UK: 4
UK Address Search: 4
UoS Halls Search (Term-Time Address Only): 6
Required Fields: 6
Permanent and Term-Time Address: 6
Term-Time Address Only: 6
Council Tax Exemption (Term-Time Address Only): 7
If your Address is Overseas: 7
Submitting Your Updates: 7

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 www.studentrecords.soton.ac.uk



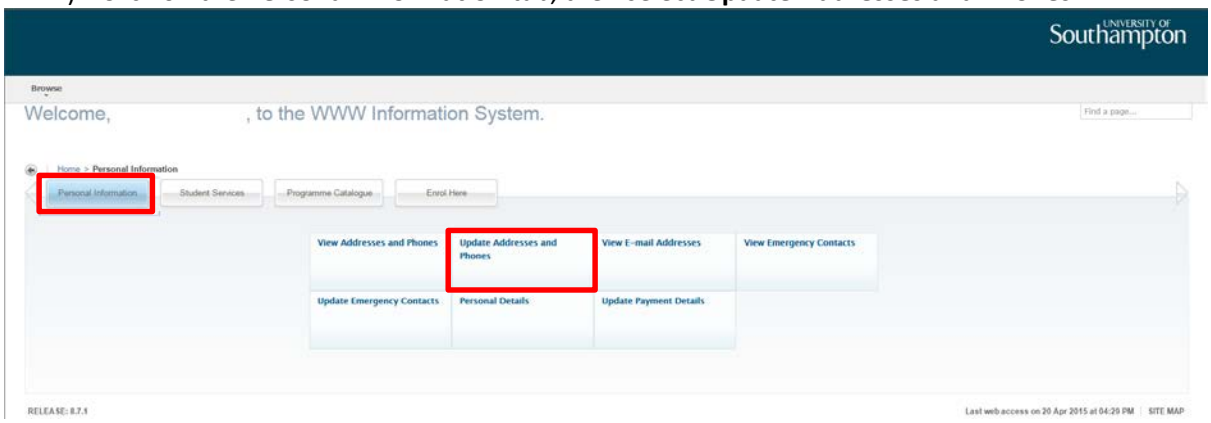
2) Log in using your University Username and Password:



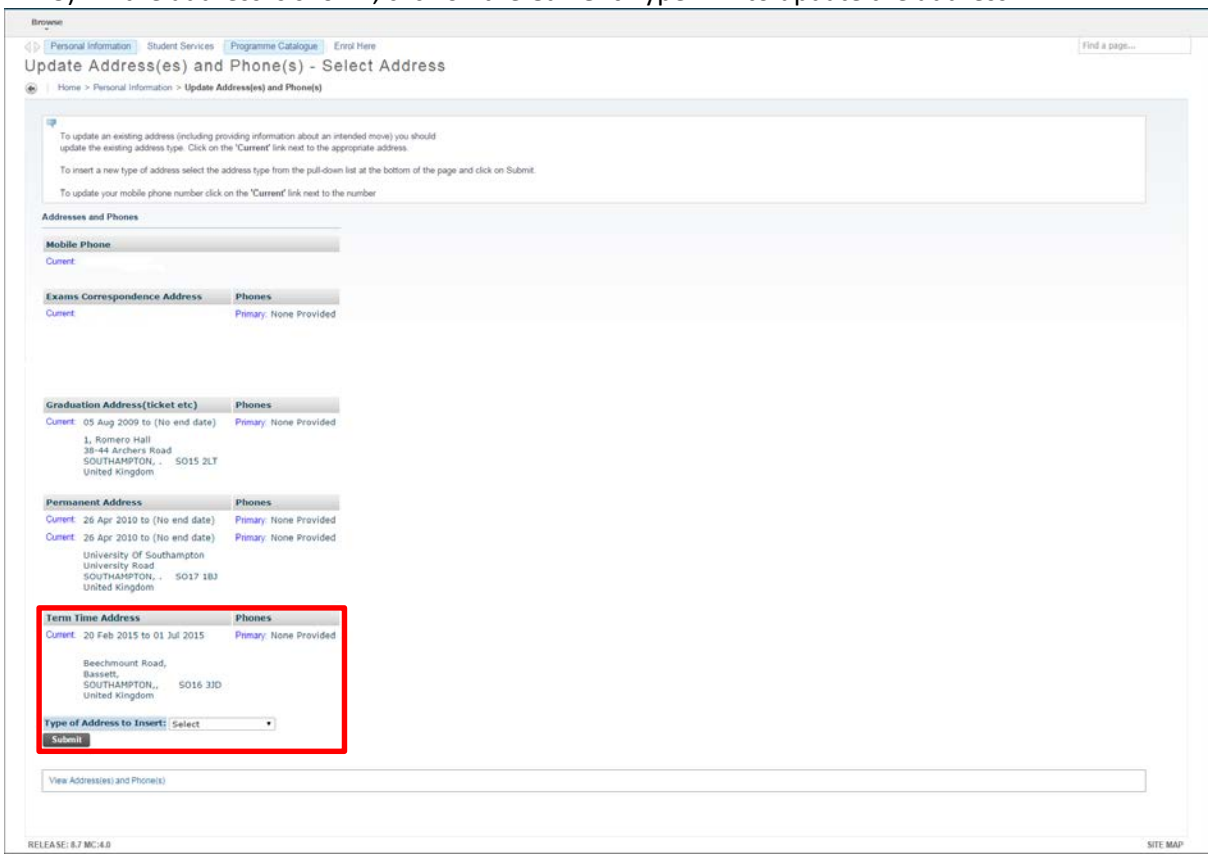
If you cannot remember your Username or Password, please go to www.subscribe.iss.soton.ac.uk and use the **Forgotten Username** or **Password** links.

Selecting Which Address to Update:

1) Click on the **Personal Information** tab, then select **Update Addresses and Phones**:



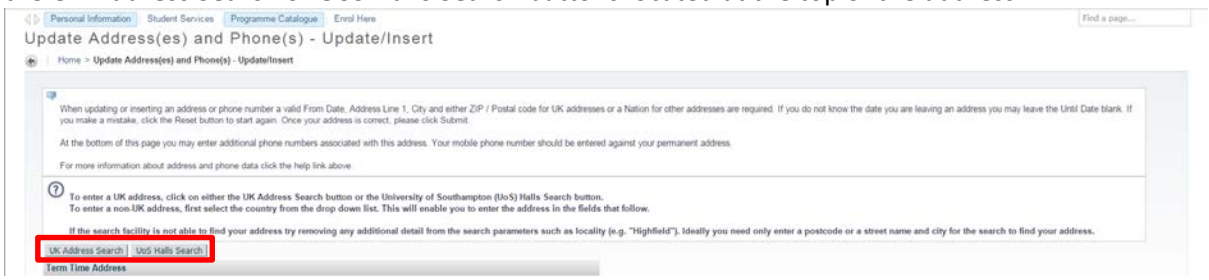
2) You will now see a list of all active addresses shown on your student record. Check the list of addresses to see if the address you have been asked to update is shown (e.g. **Term Time Address** or **Permanent Address**.
3) If the address is shown, click on the **Current** hyperlink to update the address:



4) If the address is not in the list, go to the bottom of the page and select it from the **Type of Address to Insert** list and click the **Submit** button to insert a new address:

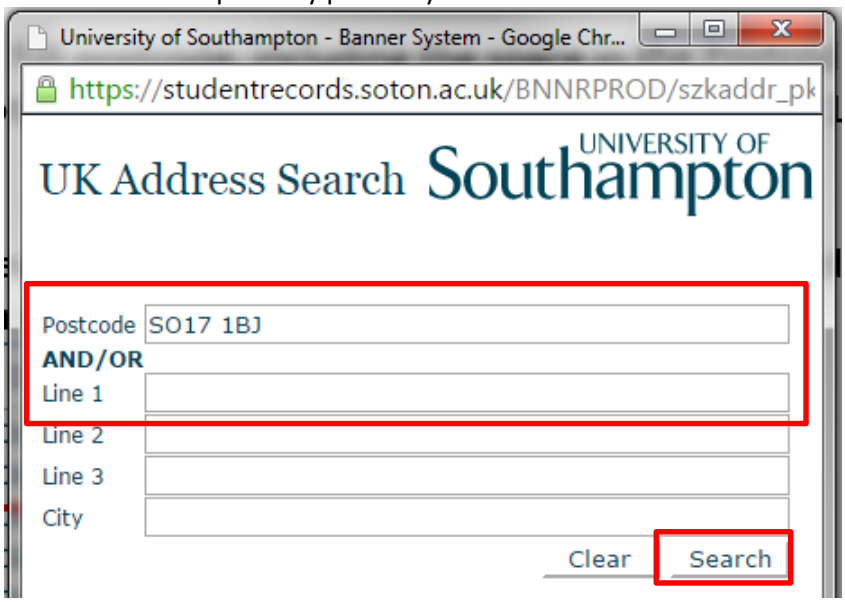
If your Address is in the UK:

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:

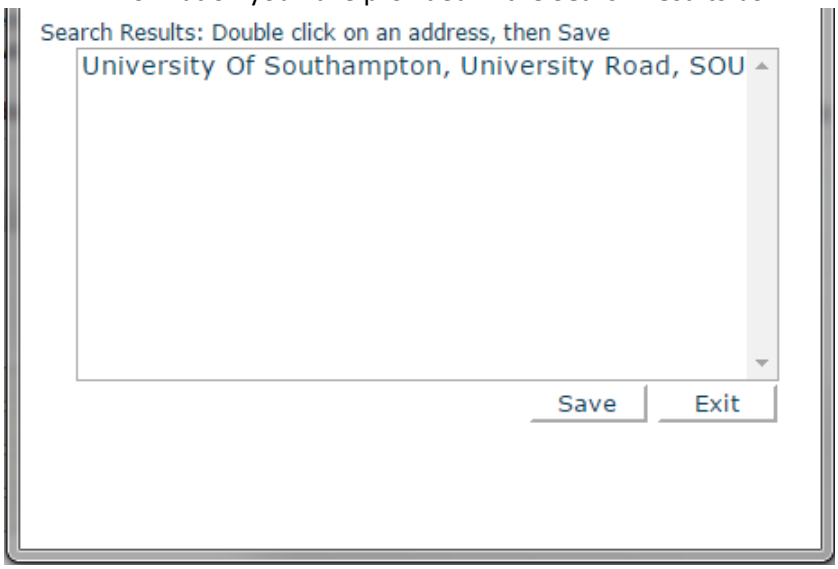


UK Address Search:

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:

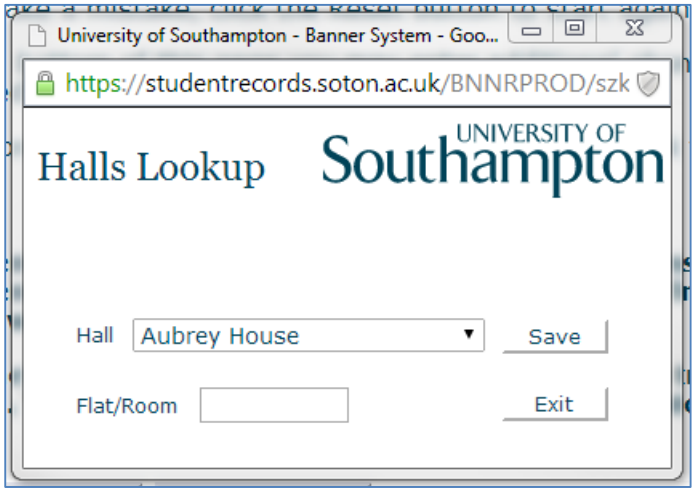


3) **Double-click** on your address from the list; it will be copied to the search fields as shown below. Finally click the **Save** button to update the Address form.

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:

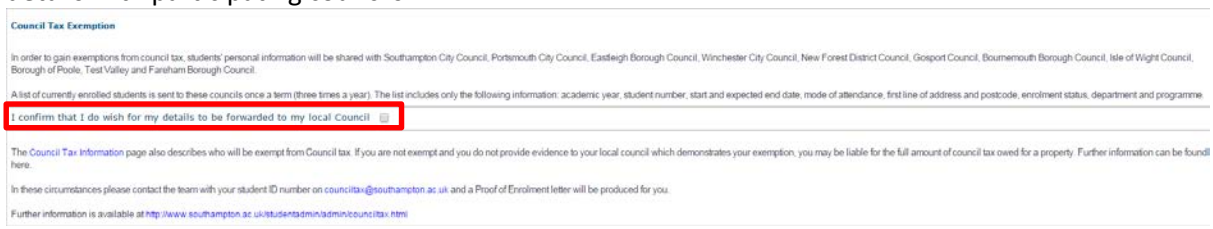
1) The **Valid From This Date** entry must be in the past for the address to be active
2) The **Until This Date** entry should be left blank until you move out

Term-Time Address Only:

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.

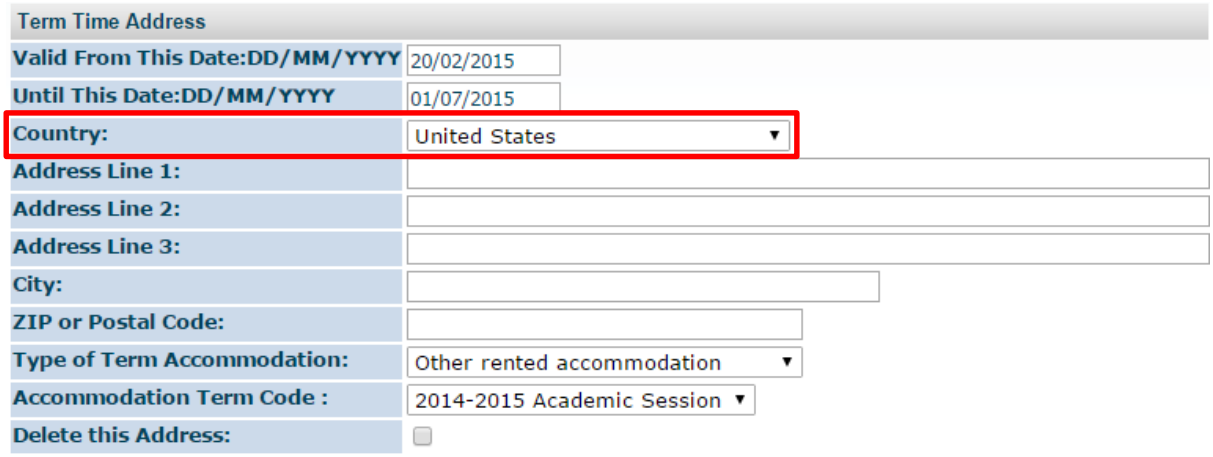
Council Tax Exemption (Term-Time Address Only):

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



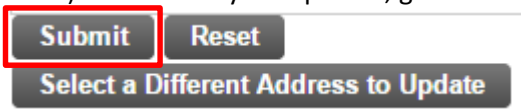
If your Address is Overseas:

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

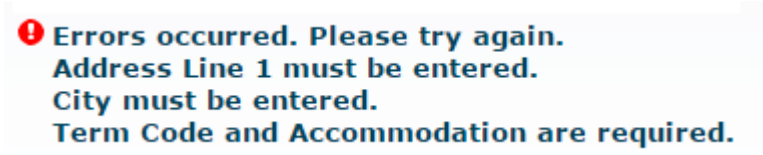


Submitting Your Updates:

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.