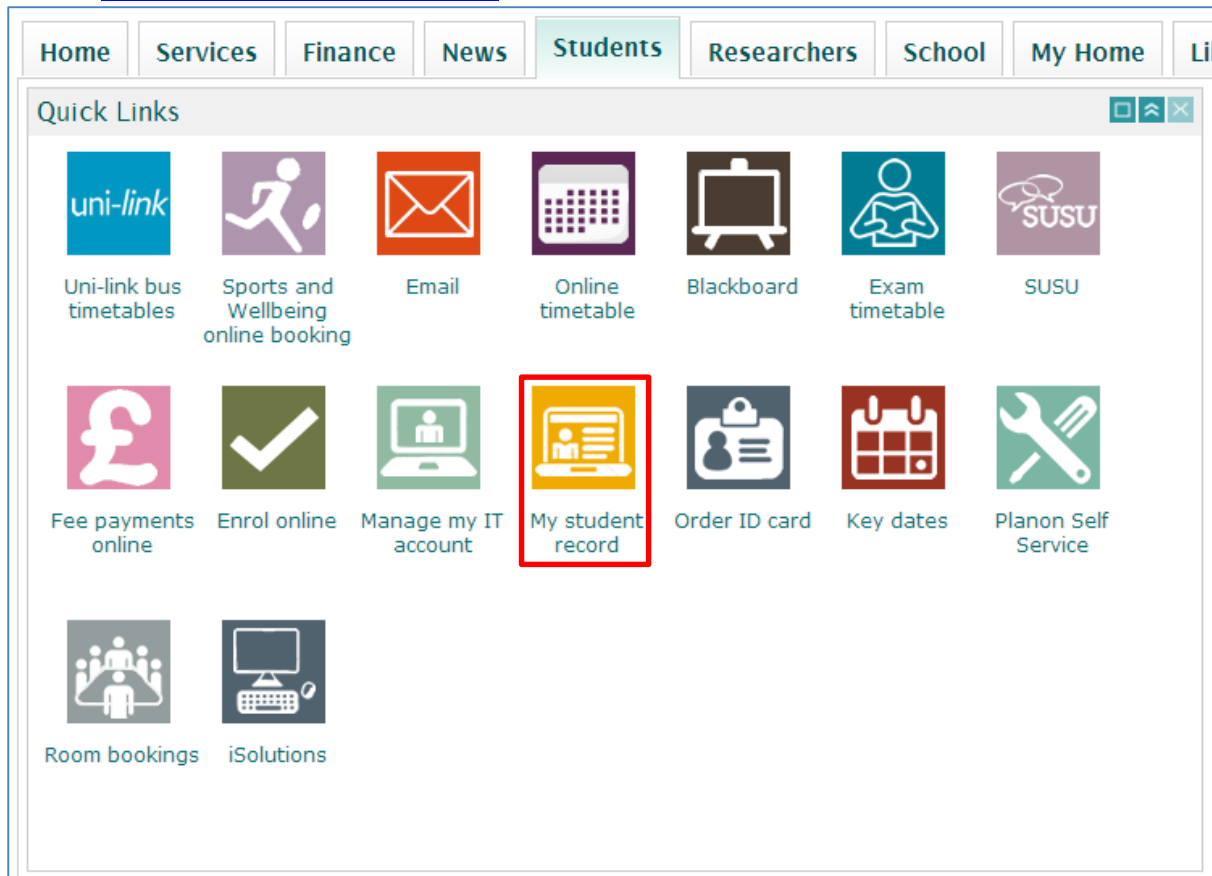


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## Accessing your Student Record:

- 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 [www.studentrecords.soton.ac.uk](http://www.studentrecords.soton.ac.uk)



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

A screenshot of the 'User Login' form. The title 'User Login' is at the top. Below it is a small speech bubble icon and the text: 'Please enter your user Username and your Password then click Login.' Further down, it says: 'When you have finished, please Exit and close your browser to protect your privacy'. A red 'PLEASE NOTE' section follows, stating: 'For the best experience of Banner Self Service please ensure you are using Google Chrome 39 or Mozilla Firefox 34. Banner Self Service is optimised for the most current browsers.' At the bottom, there are two input fields: 'Username' and 'Password'. Below these fields is a dark grey 'Login' button.

If you cannot remember your Username or Password, please go to [www.subscribe.iss.soton.ac.uk](http://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**:

University of Southampton  
Welcome, , to the WWW Information System. Find a page...

Home > Personal Information > Student Services > Programme Catalogue > Enrol Here

View Addresses and Phones Update Addresses and Phones View E-mail Addresses View Emergency Contacts

Update Emergency Contacts Personal Details Update Payment Details

RELEASE: 8.7.1 Last web access on 20 Apr 2015 at 04:29 PM SITE MAP

- 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:

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

Home > Personal Information > Update Address(es) and Phone(s)

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

Addresses and Phones

Mobile Phone	Phones
Current	

Exams Correspondence Address	Phones
Current	Primary: None Provided

Graduation Address(ticket etc)	Phones
Current: 05 Aug 2009 to (No end date) 1, Romero Hall 38-44 Archers Road SOUTHAMPTON, SO15 2LT United Kingdom	Primary: None Provided

Permanent Address	Phones
Current: 26 Apr 2010 to (No end date) University Of Southampton University Road SOUTHAMPTON, SO17 1BJ United Kingdom	Primary: None Provided

Term Time Address	Phones
Current: 20 Feb 2015 to 01 Jul 2015 Beechmount Road, Bassett, SOUTHAMPTON, SO16 3JD United Kingdom	Primary: None Provided

Type of Address to Insert: Select  
Submit

View Address(es) and Phone(s)

RELEASE: 8.7 MC4.0 SITE MAP

- 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:

Type of Address to Insert: Select  
Submit

View Address(es) and Phone(s)

RELEASE: 8.7 MC4.0 SITE MAP

## 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

Home > 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 and a street name and city for the search to find your address.

UK Address Search | UoS Halls Search | Term Time 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.

University of Southampton - Banner System - Google Chr...

https://studentrecords.soton.ac.uk/BNNRPROD/szkaddr\_pk

UNIVERSITY OF Southhampton

UK Address Search

Postcode SO17 1BJ

AND/OR

Line 1

Line 2

Line 3

City

Clear 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:

Search Results: Double click on an address, then Save

University Of Southampton, University Road, SOU

Save Exit

- 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.

University of Southampton - Banner System - Google Chr...

[https://studentrecords.soton.ac.uk/BNNRPROD/szkaddr\\_pk](https://studentrecords.soton.ac.uk/BNNRPROD/szkaddr_pk)

## UK Address Search UNIVERSITY OF Southampton

Postcode

**AND/OR**

Line 1

Line 2

Line 3

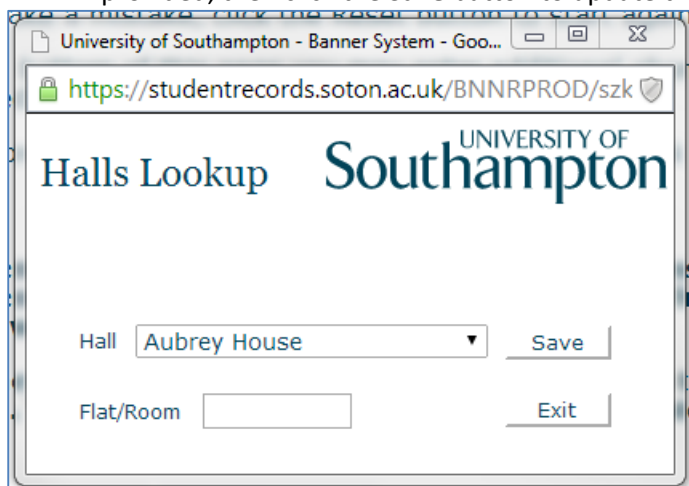
City

Search Results: Double click on an address, then Save

## 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 "University of Southampton - Banner System - Goo...". The main heading is "Halls Lookup" with the "UNIVERSITY OF Southampton" logo. There are two input fields: "Hall" with a dropdown menu showing "Aubrey House" and a "Save" button, and "Flat/Room" with a text box and an "Exit" button.

## Required Fields:

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

### Permanent and Term-Time Address:

<b>Valid From This Date:DD/MM/YYYY</b>	<input type="text"/>
<b>Until This Date:DD/MM/YYYY</b>	<input type="text"/>

- 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:

<b>Type of Term Accommodation:</b>	Select ▼
<b>Accommodation Term Code :</b>	2014-2015 Academic Session ▼

- 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/studentadministration/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:

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

## Submitting Your Updates:

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

Select a Different Address to Update

- 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).