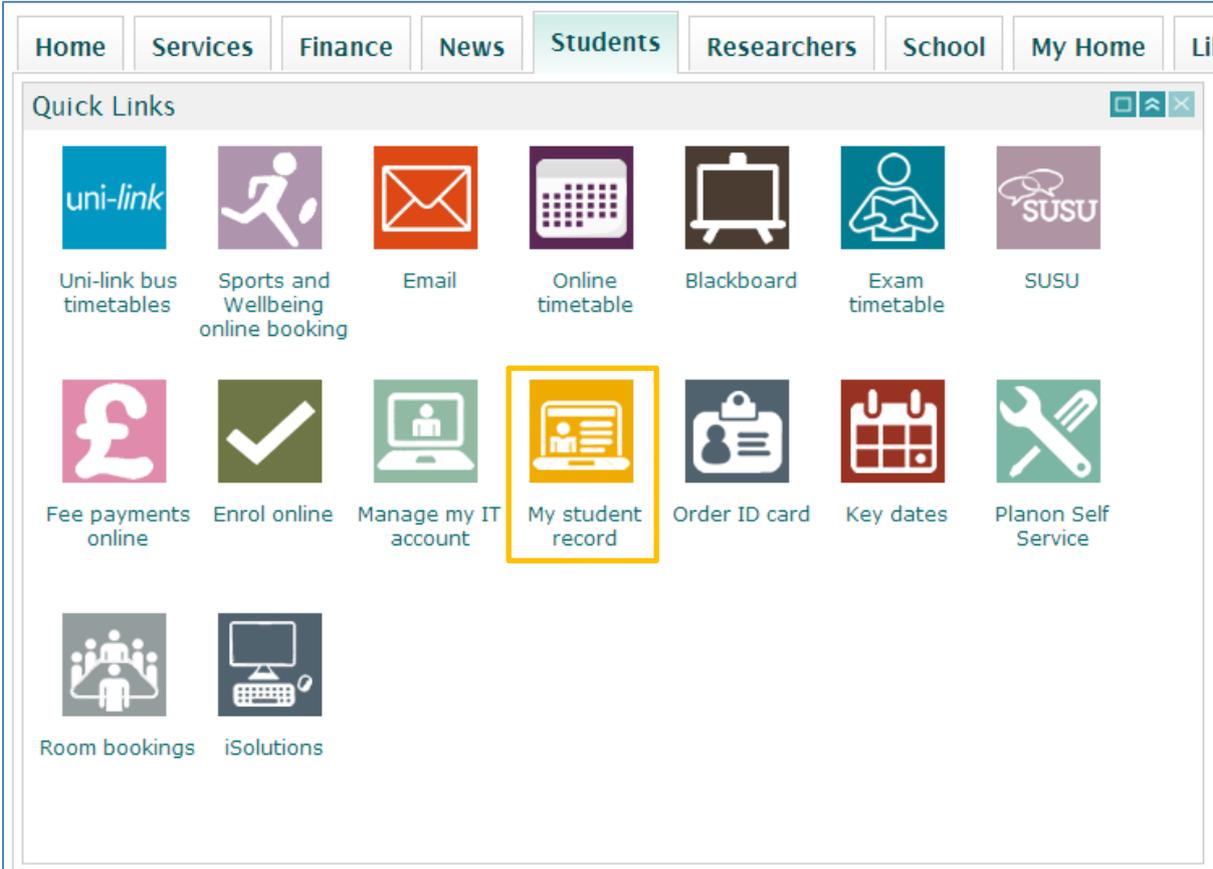


## Accessing your Student Record:

- 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 navigation menu. The 'Students' tab is selected and highlighted in light blue. 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. The 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, My student record, 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 Personal Information 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 Payment Details**:

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**

RELEASE: 8.8.3

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- 3) You will now see the form to be completed. Please select your **Sort code** from the drop down list and complete your **Account number**:

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

RETURN TO MENU SITE MAP HELP EXIT

### Update Payment Details

To ensure that we can provide you with the best possible service, please provide the details of your UK bank account so that any personal payments from the University can be paid to you quickly and securely by Bacs.

We request that all students living and studying in the UK for more than 6 months open a UK bank account. If you require guidance to open a bank account, you can find help on the University's website [here](#).

If you do not have access to a UK bank account and will be studying in the UK for less than 6 months, and you are expecting to receive a payment, please contact the Payments Office to discuss other options for payment:

Payments Office

Building 37 (Student Services) Room 3077

Phone: +44 (0) 2380 593 505

E-mail: [accpay@soton.ac.uk](mailto:accpay@soton.ac.uk)

Please enter your bank details as follows, these can usually be found on your debit card:

- Sort code - select from the drop down list\* - 6 numbers e.g. 12-34-56

- Account code - 8 numbers only e.g. 01234567

\*If you cannot find your sort code in the drop-down list, please contact the Student Services Centre and request assistance (giving details of the failure):

E-mail: [ssc@soton.ac.uk](mailto:ssc@soton.ac.uk) Phone: +44 (0) 23 8059 9599

PLEASE NOTE: Once the data has been submitted your account number will appear as \*\*\*\*\*234.

If your details have not changed

Either re-enter your full account number and submit

Or click on Personal Information tab to exit the page.

Sort code:   
Account number:

I would like future payments from the University to be made into the above UK bank account   
I cannot provide UK bank details and I will contact the Payments Office to discuss the alternative payment options available

RELEASE: 8.4 MC4.0

## Your Updates:

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

Sort code:   
Account number:

I would like future payments from the University to be made into the above UK bank account

I cannot provide UK bank details and I will contact the Payments Office to discuss the alternative payment options available

RELEASE: 8.4 MC:4.0

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- 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 details 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).