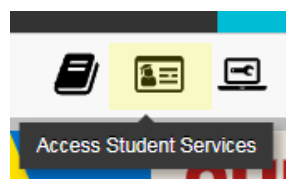


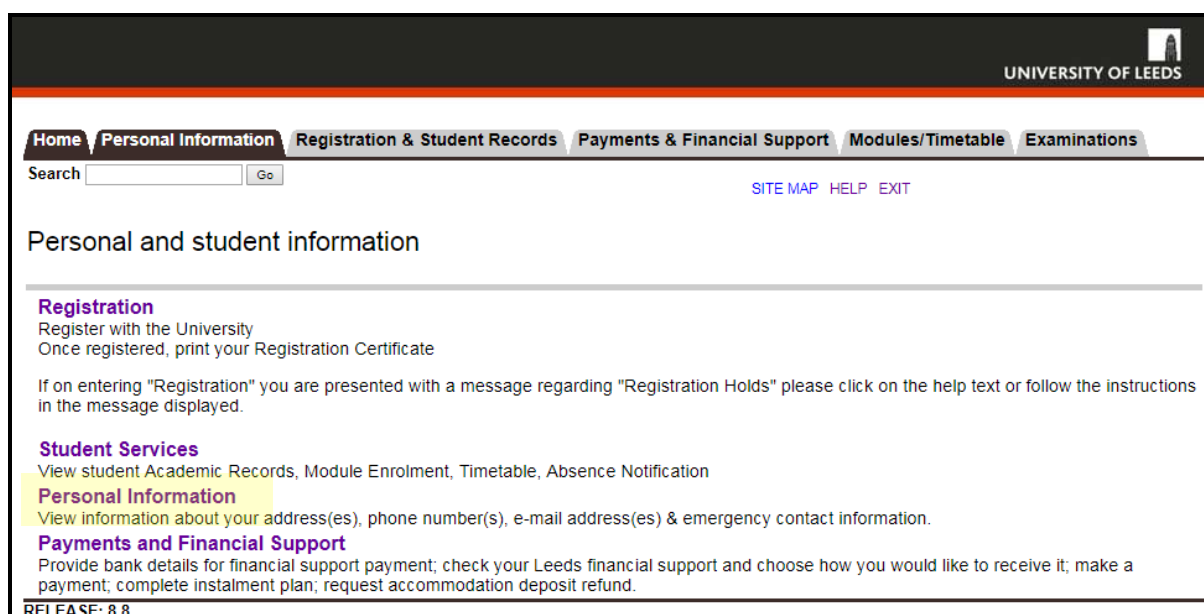
# Updating addresses through Student Services

Last update: 03/12/2018

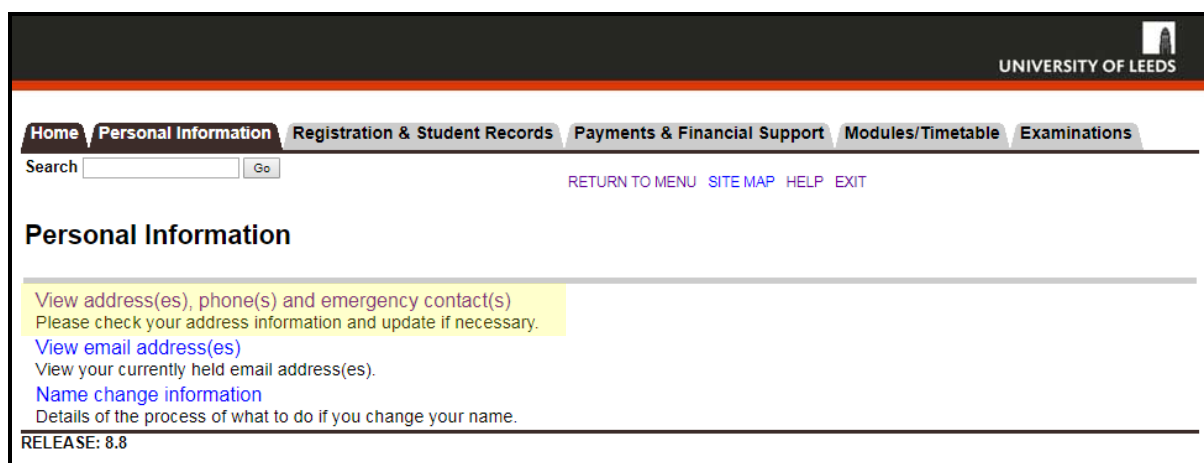
1. Log to [Minerva](#)
2. Click on the Access Student Services tab
3. Log in to Student Services



This will take you to the Student Services website and you will be presented with a list of options:

A screenshot of the University of Leeds Student Services website. The header includes the University of Leeds logo and name. Below the header is a navigation menu with tabs: Home, Personal Information (selected), Registration & Student Records, Payments & Financial Support, Modules/Timetable, and Examinations. A search bar is located below the navigation menu. The main content area is titled 'Personal and student information' and contains several links: 'Registration', 'Student Services', 'Personal Information' (highlighted in yellow), and 'Payments and Financial Support'. The 'Personal Information' link is highlighted in yellow. At the bottom of the page, it says 'RELEASE: 8.8'.

4. Select **“Personal Information”** from this list.

A screenshot of the University of Leeds Student Services website. The header includes the University of Leeds logo and name. Below the header is a navigation menu with tabs: Home, Personal Information (selected), Registration & Student Records, Payments & Financial Support, Modules/Timetable, and Examinations. A search bar is located below the navigation menu. The main content area is titled 'Personal Information' and contains several links: 'View address(es), phone(s) and emergency contact(s)' (highlighted in yellow), 'View email address(es)', and 'Name change information'. The 'View address(es), phone(s) and emergency contact(s)' link is highlighted in yellow. At the bottom of the page, it says 'RELEASE: 8.8'.

5. Select **“View Address(es), Phone(s) and Emergency Contact(s)”**

UNIVERSITY OF LEEDS

Home Personal Information Registration & Student Records Payments & Financial Support Modules/Timetable Examinations

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### View Address(es), Phone(s) and Emergency Contact(s)

**i** Your active addresses are displayed in order by address type. To update an address, select the **Update Address(es), Phone(s) and Emergency Contact(s)** at the bottom of this page. **If you have applied for University accommodation it is vital that you do not enter a term time address**

**Addresses and Phones**

Emergency Contact 1, Nxt of Kin	Phones
<b>Current:</b> 13 Aug 2018 - (No end date) Primary: None Provided .. (Relative) 111 Test Street LEEDS, LS2 9JT West Yorkshire United Kingdom	

Permanent Home	Phones
<b>Current:</b> 13 Aug 2018 - (No end date) Primary: 01133437000 111 Test Street LEEDS, LS2 9JT West Yorkshire United Kingdom	

Term Time	Phones
<b>Current:</b> 02 Sep 2018 - (No end date) Primary: 07777777777 123 Test Lane LEEDS, LS2 9JT West Yorkshire United Kingdom	Primary: 07777777777 Mobile: 07777777777

[ Update Address(es), Phone(s) and Emergency Contact(s) ]

6. At the bottom of the page, select “**Update Address(es), Phone(s) and Emergency Contact(s)**”. This will take you to the following page:

UNIVERSITY OF LEEDS

Home Personal Information Registration & Student Records Payments & Financial Support Modules/Timetable Examinations

Search  Go RETURN TO MENU SITE MAP HELP EXIT

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

**i** To **update** an existing address, click the **link** next to the corresponding address.  
 To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.  
**Note:** Entering overlapping dates may change the effective dates on existing address records.

**Addresses and Phones**

Emergency Contact 1, Nxt of Kin	Phones
<b>Current:</b> 13 Aug 2018 to (No end date) Primary: None Provided .. (Relative) 111 Test Street LEEDS, LS2 9JT West Yorkshire United Kingdom	

Permanent Home	Phones
<b>Current:</b> 13 Aug 2018 to (No end date) Primary: 01133437000 111 Test Street LEEDS, LS2 9JT West Yorkshire United Kingdom	


Term Time	Phones
<b>Current:</b> 02 Sep 2018 to (No end date) Primary: 07777777777 123 Test Lane LEEDS, LS2 9JT West Yorkshire United Kingdom	Primary: 07777777777 Mobile: 07777777777

To edit an address i.e. Emergency Contact 1, Permanent Home or Term time etc.:

7. Click the word “**Current**” which is shown alongside the relevant address.  
*In the image above, the “Current” link is highlighted for the Emergency Contact 1, Next of Kin address.*

If you cannot see the type of address you need to update, select the address type from the dropdown list and click 'Submit':

Type of Address to Insert: Select ▼

 UNIVERSITY OF LEEDS

---

[Home](#) [Personal Information](#) [Registration & Student Records](#) [Payments & Financial Support](#) [Modules/Timetetable](#) [Examinations](#)RETURN TO MENU [SITE MAP](#) [HELP](#) [EXIT](#)

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

**Address Line 1, City and Postcode** are required fields when updating or inserting a **UK address**, all other fields are optional.  
**Address Line 1, City and Nation** are required fields when updating or inserting an **overseas address**, all other fields are optional.

**You must provide a date when the address is effective from** for both UK and overseas addresses.  
This date cannot be prior to today's date.

Ready to go 1

**Search for a UK Address**

Post Code:  City:

Address Line 1:

**Emergency Contact 1, Nxt of Kin**

Valid From This Date: DD/MM/YYYY

Until This Date: DD/MM/YYYY

First Name:

Last Name:

Relationship: Select ▼

Address Line 1:

Address Line 2:

Address Line 3:

City:

Post Code/ZIP Code:

County: Not Applicable ▼

Nation: United Kingdom ▼

**Phones numbers for this address (work, mobile, etc.)**

Phone Type	Telephone Number incl. area code
Main Contact Number	<input type="text"/>
<span style="border: 1px solid black; padding: 2px;">Select ▼</span>	<input type="text"/>
<span style="border: 1px solid black; padding: 2px;">Select ▼</span>	<input type="text"/>
<span style="border: 1px solid black; padding: 2px;">Select ▼</span>	<input type="text"/>
<span style="border: 1px solid black; padding: 2px;">Select ▼</span>	<input type="text"/>
<span style="border: 1px solid black; padding: 2px;">Select ▼</span>	<input type="text"/>

8. Enter the new address details either by overwriting the existing information, or using the address search tool at the top of the page (UK addresses only).
9. **Please ensure you enter your Next of Kin (emergency contact) details if updating this address, including their name(s), their relationship to you and their contact details.**
10. When you have updated all the information, click Submit at the bottom of the page. You will be taken back to the main page, and your changes should be displayed.

### Help

If you have any questions about updating your address, or experience any problems in updating your address(es), please contact us on [registration@leeds.ac.uk](mailto:registration@leeds.ac.uk), remembering to include your Student ID number.