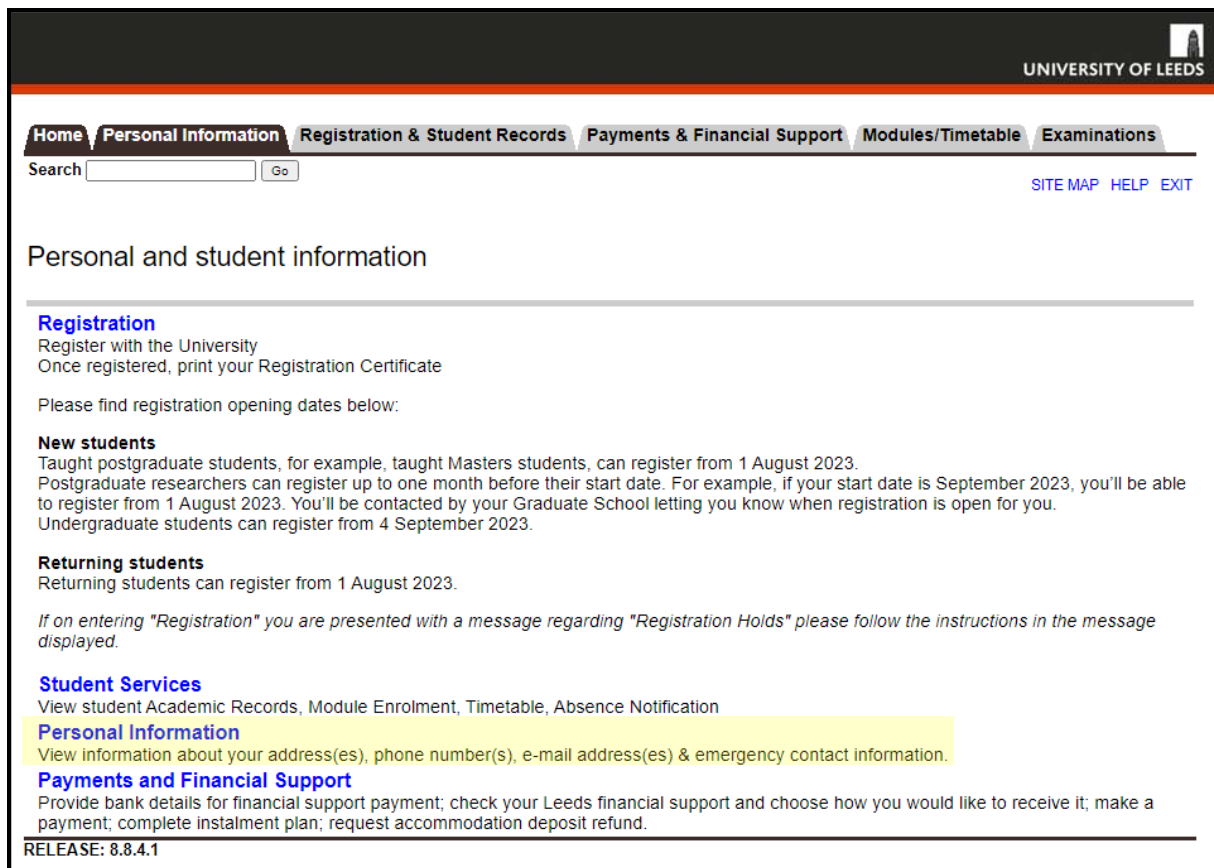


Updating addresses through Student Services

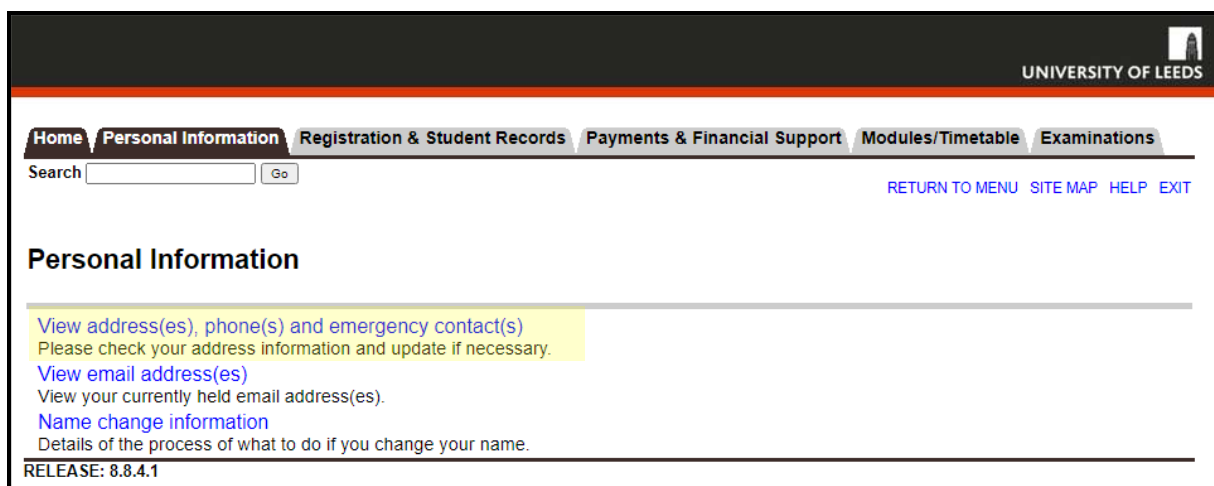
Last update: 14/09/2023

1. Log in to Student Services: <https://studentservices.leeds.ac.uk/>



The screenshot shows the University of Leeds Student Services website. The header includes the University of Leeds logo and name. The navigation menu has tabs for Home, Personal Information, Registration & Student Records, Payments & Financial Support, Modules/Timetable, and Examinations. A search bar is present with a 'Go' button. The main content area is titled 'Personal and student information'. Under this, there are several sections: 'Registration' with instructions to register and print a certificate; 'New students' with registration dates for taught postgraduate, postgraduate researchers, and undergraduate students; 'Returning students' with registration dates; 'Student Services' with a link to view academic records; 'Personal Information' with a link to view and update address, phone, and email information; and 'Payments and Financial Support' with a link to provide bank details. A footer note reads 'RELEASE: 8.8.4.1'.

2. Select “Personal Information” from this list.



This screenshot shows the 'Personal Information' section of the website. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Personal Information'. There are three highlighted links: 'View address(es), phone(s) and emergency contact(s)', 'View email address(es)', and 'Name change information'. Each link has a brief description of what it does. A footer note reads 'RELEASE: 8.8.4.1'.

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

The screenshot shows the University of Leeds student portal. At the top right is the University of Leeds logo. Below it is a navigation bar with tabs: Home, Personal Information, Registration & Student Records, Payments & Financial Support, Modules/Timetable, and Examinations. A search bar is on the left, and links for RETURN TO MENU, SITE MAP, HELP, and EXIT are on the right. The main heading is "View Address(es), Phone(s) and Emergency Contact(s)". Below this is an information icon and a note: "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". The page lists three address types: "Emergency Contact 1, Nxt of Kin", "Permanent Home", and "Term Time". Each entry shows the current date, primary phone number, and the full address (111 Test Street, LEEDS, LS2 9JT, West Yorkshire, United Kingdom). The "Term Time" entry also shows a mobile phone number. At the bottom, there is a yellow button labeled "[Update Address(es), Phone(s) and Emergency Contact(s)]".

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

The screenshot shows the University of Leeds student portal. At the top right is the University of Leeds logo. Below it is a navigation bar with tabs: Home, Personal Information, Registration & Student Records, Payments & Financial Support, Modules/Timetable, and Examinations. A search bar is on the left, and links for RETURN TO MENU, SITE MAP, HELP, and EXIT are on the right. The main heading is "Update Address(es) and Phone(s) - Select Address". Below this is an information icon and a note: "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." The page lists three address types: "Emergency Contact 1, Nxt of Kin", "Permanent Home", and "Term Time". Each entry shows the current date, primary phone number, and the full address (111 Test Street, LEEDS, LS2 9JT, West Yorkshire, United Kingdom). The "Term Time" entry also shows a mobile phone number. At the bottom, there is a yellow button labeled "[Update Address(es), Phone(s) and Emergency Contact(s)]".

5. To edit an address i.e. Emergency Contact 1, Permanent Home or Term time etc.:
6. 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.
7. *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:

Address Line:

City:

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 style="width: 100%;" type="text"/>
Select ▼	<input style="width: 100%;" type="text"/>
Select ▼	<input style="width: 100%;" type="text"/>
Select ▼	<input style="width: 100%;" type="text"/>
Select ▼	<input style="width: 100%;" type="text"/>
Select ▼	<input style="width: 100%;" type="text"/>

8. Enter the new address details either by overwriting the existing information or entering new information. *In image above, this can be done by making changes in the highlighted section. Please do not try and use the ‘Search for a UK address’ function as this will cause the page to not respond.*
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, remembering to include your Student ID number.