1. Student Registration

1.1 Viewing and Editing your Personal Data

Registration

Each year you are required to confirm that you are still studying at the University. This video show you how to register, it takes only a few minutes to complete.

1.2 To do tasks

Each year you will receive an email asking you to log in to your Self-Service account to complete the Student Registration process. You will see an alert on the Tasks tile on your Student Self Service Home Page. Click the tile to start registration.
1.3 Start

In your to do list, click the Student Registration task.

1.4 Start registration

Click the button to start registration.
1.5 Guidance

Please read the guidance then click ‘Start Registration’.

1.6 Personal Data

Check your details and amend them if necessary. Then click "Next".
1.7 Academic Data

The information below is about the programme of study that you are currently following, or will begin to follow in the upcoming academic year.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Degree / Award</th>
<th>Subject</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate</td>
<td>PhD (Probationary)</td>
<td>PhD (Probationary) Research in Medicine (Neuroscience Programme)</td>
<td>Homerton College (Full-Time)</td>
</tr>
</tbody>
</table>

Details about your academic record are displayed.

1.8 Email address

Below is a list of the email addresses you have provided. Please keep this information up to date. You should have at least two different types of email addresses.

The CRSid type (if applicable) covers the email address supplied to you by the University of Cambridge.

The External type covers other personal email addresses.

Your preferred email address is the address that the University administration will usually use to contact you.

Please maintain your email addresses below. If you wish to alter this information later, and have gained access to CamSS Self Service, you will be able to do so through your Self Service account.

Check the email addresses on your record. Add another address, or edit an existing email if it isn’t accurate.
1.9 Phone

Check the phone numbers on your record. As before, add another number or edit an existing number if it isn’t accurate.

1.10 Term time accommodation

From the drop down list select your term time accommodation. If necessary amend your record, then click next.
1.11 Country data

Check your country data. If this information is incorrect contact your College Tutorial Office.

1.12 Addresses

Read the guidance carefully. If necessary, edit your address and click 'Next'.
1.13 Emergency contacts

Add or edit your emergency contacts here, then click 'Next'.

1.14 Education

This step is only for students who are entering their first year of study. If this applies to you, enter your highest previous qualification.
1.15 Personal data

Read the guidance on personal data. This data is not optional, select from the drop down lists then click 'Finish'.

1.16 Registration completed

You have completed registration. Click "OK" to return to your Home Page.
Thank you