Continuing Student

Once you have logged on to self-service, you will see that you have 1 item in your ‘To Dos’ on your Task tile.
Clicking on the Task Tile will take you to your ‘To Do List.’ Here you will see the task for Student Registration.

![To Do List](image)

Clicking on the Student Registration task will take you to the following screen. Read the information on the page and when you are ready click ‘Start Registration.’

![Task Details](image)
Once you begin Registration you will be taken through a series of questions. You will either need to confirm the details are correct or submit a change request if the information is not correct. On some questions you will be asked to choose an option from a drop-down list. We will now go through the screen that will be presented to you. To move through the screens, click ‘Next.’

The first page contains an introduction to Registration.
The next screen is about your Personal Identification.

-clicking on the question mark icon on any screen will bring up additional information if you require extra help.
If you indicate that any information is not correct by selecting the ‘No’ button, you will be asked which information is not correct and be asked to request a change to the information held.
You request a change by clicking the blue hyperlink ‘Request change to....’
Add the required change in the box and click save.

You can then click save on the main page and then next to move on.
Throughout the registration exercise you will see a menu on the left of the screen telling you the status of each question.
The next question is about your Cambridge IDs.

If you have not previously studied at Cambridge you can select ‘No,’ Save and then click the next button. If you have previously studied at Cambridge, then select ‘Yes’ and you will be asked to confirm that the IDs on the screen match your previous IDs.
If they match, then click ‘Yes’ and then save. If they do not click ‘No’ and request the change required. Then click Save and move on.
The next page relates to the Academic details we hold for you. Please read the information at the start of this page.

As before, if the information is correct click ‘Yes’ and save or if you require a change click ‘No,’ enter the change then save and move on to the next screen.

NB. Read the information at the top of the screen about how your academic details show prior to the start of term.
This question relates to your Source of Fees, that is, who is funding your course of study.

Once you have selected the right option from the dropdown menu, click save and move on to the next question.
This question is about previous qualifications which continuing students do not need to answer.

Step 6 of 13: Previous qualifications

You do not need to complete this section. Please save and click 'next' to move to the next page.
This question is about your permanent residence prior to starting your course which continuing students do not need to answer.

Step 7 of 13: Permanent residence

You do not need to complete this section, please save and click 'next' to move to next page.
This is about your Term Time accommodation. Note, you will only be asked this question if you are a full-time student as we do not need a term time address for part-time students. You can change any information by clicking the drop-down menu or the right pointing arrow.
This question is about your contact details. To change any information, click on the right pointing arrow.

### Step 9 of 13: Contact details

Please check your email and phone number(s) are correct and update if necessary. Ensure a country code is entered for non-UK phone numbers.

#### Email

<table>
<thead>
<tr>
<th>Email</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:cs_ops@admin.cam.ac.uk">cs_ops@admin.cam.ac.uk</a></td>
<td>CRSid</td>
<td>✓</td>
</tr>
<tr>
<td><a href="mailto:cs_ops@admin.cam.ac.uk">cs_ops@admin.cam.ac.uk</a></td>
<td>External</td>
<td>✓</td>
</tr>
<tr>
<td><a href="mailto:cs_ops@admin.cam.ac.uk">cs_ops@admin.cam.ac.uk</a></td>
<td>Other</td>
<td>✓</td>
</tr>
</tbody>
</table>

#### Phone

<table>
<thead>
<tr>
<th>Phone</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>+2471480326004</td>
<td>Home</td>
<td>✓</td>
</tr>
<tr>
<td>01234123456</td>
<td>Mobile</td>
<td>✓</td>
</tr>
</tbody>
</table>
Make the changes. If you wish to make something your ‘preferred’ email address or phone number, click the ‘Preferred’ box.

When the details are all correct, click save and move on to the next question about Emergency Contacts.
You can add a new contact by clicking on the ‘+’ sign or amend current details by clicking on the right pointing arrows.
The next two questions deal with some personal information. Click the ‘?’ for more details. To make a selection click on the down arrow.
If you have a disability, then you will need to let us know if you are in receipt of Disabled Students Allowance. This box is greyed out if you do not declare a disability. You can add more disabilities by clicking the ‘+’ sign and change items by clicking the dropdown menu.
When you have selected the right details, click save and move on.
This page is the submission page. We recommend that you go back through and check your answers before submitting your registration response. When you are ready, click the 'Submit' button.
You will be asked if you are sure you wish to submit. If you are happy click ‘Yes.’

If you return to your self-service page, you will see that you no longer have any tasks to complete.