1. Click **My Registration** within MyGlasgow to commence Academic Registration.
2. If accessing Academic Registration for the first time MyCampus will open directly at the ‘Welcome to Registration screen’ (as below)
3. If amending registration details post Academic Registration, MyCampus will open directly at the 'Academic Registration screen' (as below)
4. If returning to finish an incomplete Academic Registration, MyCampus will open directly at the ‘Student Center’ screen (as below)
5. Click the **View Important Information** link to display any important messages.

The **View Important Information** link can be accessed throughout the Academic Registration process.

The Academic Registration section displays **Status: Not Completed**.

Click **Register**
6. The ‘Welcome to Registration’ screen is displayed

Please read the information provided

Click **Next** to commence Academic Registration
7. The 'Academic Registration' page is displayed

The Academic Registration process is saved on completion of each step by clicking Next.

To exit the Academic Registration process click Return to Student Center or Return to Registration Page.

Within the 'Academic Registration' screen each of the registration steps is displayed.

Once started, each step will be marked as either 'In Progress' or 'Completed'.

Click Next or the In Progress link to access the current In Progress step.

Some steps are only applicable to specific groups of students and will be marked as Not Applicable.

Click Next to commence Academic Registration.
8. The ‘My Academics’ screen is displayed

The ‘My Academics’ screen requires confirmation of pre populated academic details, for example: Academic Program and Plan.

Check the tick box to confirm academic details are correct. If the details are incorrect, contact your Adviser of Studies or School.

Click **Next**
9. The ‘Demographic Information’ screen is displayed

The ‘Demographic Information’ screen requires confirmation of demographic details including: Personal Details, Ethnicity and Residency Information

Click **Next**
10. The ‘Addresses’ screen is displayed

The ‘Addresses’ screen enables students to: Add an Address, Edit an Address and Request Council Tax Exemption if eligible

Students must provide one Home and One Term Address

Note: Term Address is not mandatory to complete the addresses screen but must be specified as soon as confirmed.

Students living in private accommodation within the Glasgow City Council area may be eligible for Council Tax Exemption. By checking the tick box the student agrees to sharing their information with Glasgow City Council. A **Term Address is required** for GCC Council Tax Exemption.

Click **Next**
11. The Phone Numbers screen is displayed.

If you wish to sign up to the text messaging service for timetable and other important information please ensure you provide a number with a Phone Type of Mobile.

Please note you will not receive text messages if you do not add a phone number with a type of "Mobile".
12. The ‘Email Address’ screen is displayed

The ‘Email Address’ screen enables students to: Add an Personal Email Address, Edit a Personal Email Address and Delete a Personal Email Address for emergency purposes.

The University of Glasgow will use the University Email Type to communicate with you

Click Next
13. The ‘Disability Screen’ is displayed

The ‘Disability’ Screen requires students to: Indicate if they are in receipt of Disabled Students Allowance, Select Main Disability Description

Students who indicate a disability will be asked if they want to be contacted by the Student Disability Service.

Click Next
14. The ‘Emergency Contacts’ screen is displayed

The ‘Emergency Contacts’ screen enables students to: Add an Emergency Contact, Edit an Emergency Contact and Delete an Emergency Contact

Check the tick box to indicate primary contact

Click Next
15. The ‘Other Information’ screen is displayed – this information is required for statistical purposes and will be kept anonymous.

The ‘Other Information’ screen requires students to: Select type of accommodation from the look up table, Select No. Dependents from the look up table, New Students provide information on Higher Education courses

Click **Next**
16. The ‘New Student Photo’ screen is displayed

The ‘New Student Photo’ screen enables new students to add a digital photo for production of a Student ID card.

Students can clear the photo up until the point it is saved by clicking Next.

Click Next.
17. The ‘Student Declaration’ screen is displayed

Please read the information provided

Click the **Confirm Student Declaration** tick box to confirm that you understand the information provided

Click **Finish** to complete Academic Registration
18. The ‘You have now completed Academic Registration’ message is displayed.

Once Academic Registration is completed, further amendments are not possible, however contact and address details as well as the Glasgow City Council Council Tax opt-in can be amended post registration via MyGlasgow Student Center
19. Within MyGlasgow Student Center, the Academic Registration section displays Status: Completed