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How to Add or Update Contact Details

1. To update an address, login to your Student Center and scroll to the bottom to find the Personal Information section.

▼ Personal Information

To update any of your personal information click the hyperlinks below or select from the drop down menu.

Emergency Contact
Disability Data
Names

other personal... ▾ »

Contact Information

[Term Address](#)
[Home Address](#)
[Contact Phone](#)
[University Email](#)

2. Click on the address you wish to update or select the Addresses option from the drop-down menu. **Note that you can also update your email addresses and phone numbers using this menu.**

▼ Personal Information

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Names

other personal... ▾ »

Contact Information

[Term Address](#)
[Home Address](#)
[Contact Phone](#)
[University Email](#)

Addresses

Email Addresses

Extracurricular Activities

Phone Numbers

Photograph

Reference Numbers

other personal...

i You do not have any pending applications at this time.

- Click the edit button on the address you wish to update or click on the 'Add a New Address' button if you wish to add a new address.

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	[Redacted]	
Term	[Redacted]	

Add a new address

- Add the details of your address. If you need to change the country then click on the 'Change Country' link. Once you have added or edited your address click on the OK button.

Edit Address

Country [Change Country](#)

Address 1

Address 2

Address 3

Address 4

City

County

Post Code

- This will take you to a screen where you can review your address before clicking on the Save button to finalise your update.

Change Address

72 Arnold Ave
Coventry
CV3 5LX
United Kingdom

[Edit Address](#)

Date changes will take effect

(example: 12/31/2000)