

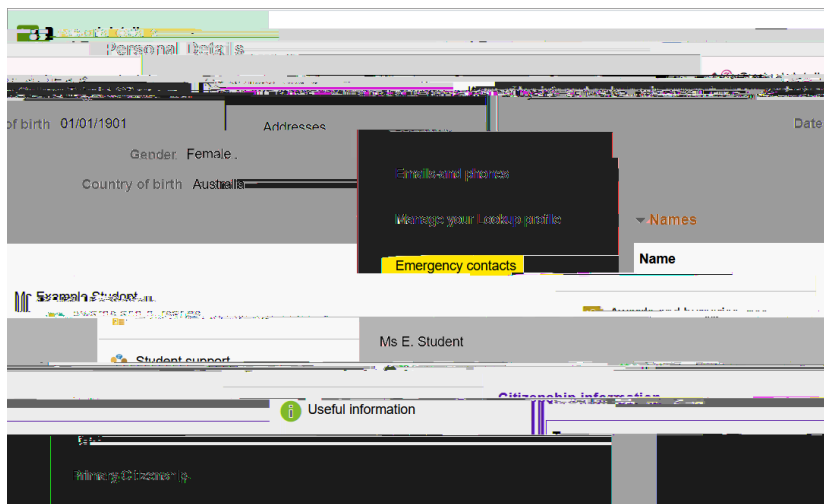
How to add/update your GP and next of kin information on Student Self Service

It is important that your college has up-to-date contact details for your GP and your next of kin. Please follow the instructions below to add these to your Student Self Service account.

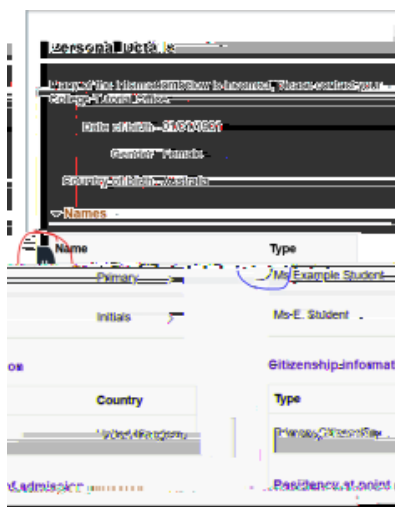
Step 1: Login to your Student Self Service account

Step 2: Click/tap on the Personal tile

Step 3: Click/tap on the Contact Details section and select Emergency Contacts (as shown below)



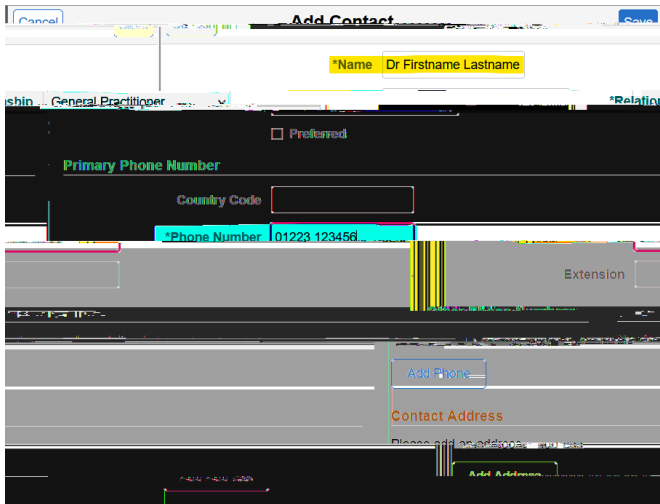
Note: If you are doing this on a tablet or mobile phone you may need to tap on the tab (shown below in the red circle) to see the page menu.



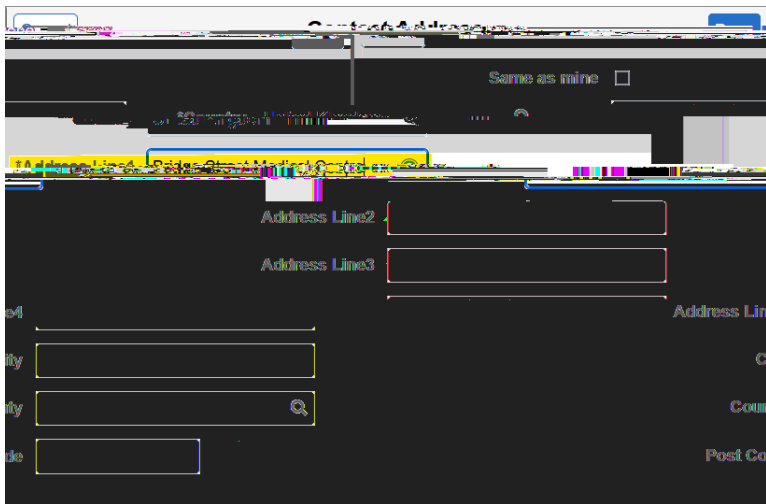
Step 4: Click/tap the plus symbol to add a new Emergency Contact.

Note: If you are entering GP details continue to Step 5. If you are entering next of kin information skip to Step 7.

Step 5: Enter the name of your GP, set the relationship as General Practitioner and enter the phone number for the GP surgery (as shown in the example below)



Step 6: Next click/tap the Add Address button. Enter the name of the GP surgery in the Address Line1 field (example shown below). You can enter the full address if you wish but the surgery name is sufficient. Click/tap Done to complete the process.



Note: If you are also adding next of kin details continue to Step 7.

Step 7: Enter the name of your next of kin, set the relationship as Next of Kin and enter the phone number and contact address (as shown in the example below). Click/tap Done to complete the process.

