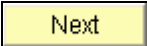


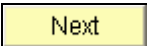







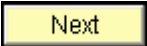







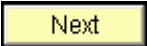


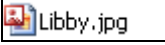






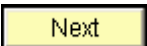
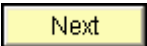
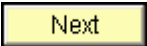
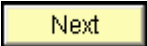
## Self Service Registration


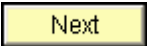


Step	Action
1.	Registration launches in Student Center.  Click the <b>Next</b> button. 
2.	There are up to twelve steps (depending on individual requirements) to be completed in the academic registration process.  Click the <b>Next</b> button. 
3.	<b>My Academics - (Step 1 of 12)</b>  Review and click the <b>Confirm Academic Details</b> option. 
4.	Click the <b>Next</b> button. 
5.	<b>Demographic Information - (Step 2 of 12)</b>  This information will be pre-populated if it has been provided through your application.  Click the <b>Ethnic Group</b> list. 
6.	In this example click the <b>Asian or Asian British - Indian</b> list item. 
7.	Click the <b>Country of Citizenship</b> look up button. 
8.	In this example locate and chose United Kingdom.  Click the <b>scrollbar</b> .
9.	Click the <b>United Kingdom</b> link. 
10.	Click the <b>Location within the UK</b> look up button. 
11.	In this example locate and chose Edinburgh City.  Click the <b>scrollbar</b> .
12.	Click the <b>City of Edinburgh</b> link. 

Step	Action
13.	Click the <b>scrollbar</b> .
14.	Click the <b>Next</b> button. 
15.	<b>Addresses - (Step 3 of 12)</b>  To add a term time address click the <b>Add a New Address</b> button. 
16.	Click in the <b>Post Code</b> field. 
17.	Enter the post code into the <b>Post Code</b> field.  For this example enter " <b>G459LD</b> ".
18.	Click the <b>Find Address</b> button. 
19.	Click the <b>10 Birgisdale Terrace, GLASGOW, G45 9LD</b> link. 
20.	Click the <b>OK</b> button. 
21.	Click the <b>Term</b> option. 
22.	Click the <b>Save</b> button. 
23.	Click the <b>OK</b> button. 
24.	Click the <b>Next</b> button. 
25.	<b>Phone Numbers - (Step 4 of 12)</b>  Click the <b>Add a Phone Number</b> button. 
26.	Click the <b>Phone Type</b> list.  This will be pre-populated if you provided a phone number on application. Additional phone numbers can be added. 
27.	To add a term time phone number click the <b>Term</b> phone type. 

Step	Action
28.	Click in the <b>Telephone</b> field.  <input type="text"/>
29.	Enter the number " <b>0141555555</b> " into the <b>Telephone</b> field.
30.	Click the <b>Preferred</b> option. <input type="checkbox"/>
31.	Click the <b>Next</b> button. <input type="button" value="Next"/>
32.	<b>Email Addresses - (Step 5 of 12)</b>  Your University of Glasgow assigned email address will be displayed automatically.  Click the <b>Next</b> button. <input type="button" value="Next"/>
33.	<b>Disability - (Step 6 of 12)</b>  Click the <b>Next</b> button. <input type="button" value="Next"/>
34.	<b>Emergency Contacts - (Step 7 of 12)</b>  Click the <b>Add an Emergency Contact</b> button. <input type="button" value="ADD AN EMERGENCY CONTACT"/>
35.	Click in the <b>Contact Name</b> field.
36.	Enter the name of your emergency contact.  In this example enter " <b>P Duncan</b> " into the <b>Contact Name</b> field.
37.	Click the <b>Relationship</b> list. <input type="button" value="v"/>
38.	Click the <b>Parent</b> list item. <input type="button" value="Parent"/>
39.	Click the <b>Same Address as Individual</b> option. <input type="checkbox"/>
40.	Click in the <b>Phone</b> field. <input type="text"/>
41.	Enter " <b>0131555555</b> " into the <b>Phone</b> field.
42.	Click the <b>Save</b> button. <input type="button" value="SAVE"/>

Step	Action
43.	Click the <b>OK</b> button. 
44.	Click the <b>Next</b> button. 
45.	<b>Other Information - (Step 8 of 12)</b>  To select accommodation type click the <b>Look up</b> button. 
46.	Click the <b>Other rented accommodation</b> link. 
47.	Click the <b>Look up</b> button. 
48.	In this example click the <b>No dependents</b> link. 
49.	Click the <b>Look up</b> button. 
50.	In this example click the <b>This student has not had prior HE experience in the UK lasting six months or more</b> link.
51.	Click the <b>Look up</b> button. 
52.	In this example click the <b>No</b> link. 
53.	Click the <b>Next</b> button. 
54.	<b>New Student Photo - (Step 10 of 12)</b>  Click the <b>Add Photo</b> button. 
55.	Click the <b>Browse</b> button. 
56.	Click the <b>Libby.jpg</b> document. 
57.	Click the <b>Open</b> button. 

Step	Action
58.	Click the <b>Upload</b> button. 
59.	Click the <b>Next</b> button. 
60.	<b>Student Declaration - (Step 12 of 12)</b>  Click the <b>scrollbar</b> .
61.	Review and then click the <b>Confirm Student Declaration</b> option. <input data-bbox="352 748 392 786" type="checkbox"/>
62.	Click the <b>Finish</b> button. 
63.	<b>Financial Registration</b>  On completion of Academic Registration, Financial Registration will launch.  In this example the student is funded by SAAS (Student Awards Agency for Scotland).
64.	Click the <b>Next</b> button. 
65.	<b>My Academics</b>  Click the <b>Next</b> button. 
66.	<b>Account Summary</b>  Review and click the <b>I confirm I have read the above information</b> option. <input data-bbox="352 1503 392 1541" type="checkbox"/>
67.	Click the <b>Next</b> button. 
68.	<b>Select Payment Source</b>  For this example click the <b>ALL of my fees will be paid by SAAS/SLC or a sponsorship or scholarship</b> option. <input data-bbox="352 1823 392 1861" type="checkbox"/>
69.	Click the <b>Next</b> button. 

Step	Action
70.	<p><b>Select Sponsor Type</b></p> <p>Click the <b>SAAS</b> option.</p> <input data-bbox="352 376 395 421" type="checkbox"/>
71.	<p>Click the <b>Next</b> button.</p> 
72.	<p><b>Sponsor Declaration</b></p> <p>Review and click the <b>Confirm Sponsor Declaration</b> option.</p> <input data-bbox="352 667 395 712" type="checkbox"/>
73.	<p>Click the <b>Next</b> button.</p> 
74.	<p><b>Sponsor Details</b></p> <p>Click in the <b>SAAS Reference Number</b> field.</p> <input data-bbox="352 974 616 1012" type="text"/>
75.	<p>Enter your SAAS reference number .</p> <p>For this example enter "<b>12345678</b>" into the <b>SAAS Reference Number</b> field.</p>
76.	<p>Now press <b>[Enter]</b>.</p>
77.	<p>Review and click the <b>I confirm that the above details are correct.</b> option.</p> <input data-bbox="352 1328 395 1373" type="checkbox"/>
78.	<p>Click the <b>Next</b> button.</p> 
79.	<p><b>Completion of Financial Registration</b></p> <p>Click the <b>Finish</b> button.</p> 
80.	<p>On completion of Academic and Financial Registration students will gain access to their Student Center and will be able to enrol on to courses.</p> <p>Thank you for completing this MyCampus demonstration.</p> <p><b>End of Procedure.</b></p>