

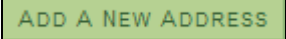

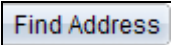
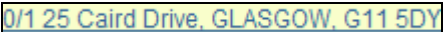
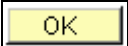





Add a new Address

Step	Action
1.	Click the Addresses list item. 
2.	Click the Go button. 
3.	Click the Add a new address button. 
4.	You can enter the address details in a number of ways. If you already know all address details you can complete them manually. Otherwise you can search on any of the fields marked 'searchable' by completing some data and selecting 'Find Address'. In this example click in the Post Code field. 
5.	Enter the desired information into the Post Code field. In this example enter a valid value e.g. " G11 5DY ".
6.	Click the Find Address button. 
7.	If using 'Find Address' select the correct address from the list provided. In this example click the 0/1 25 Caird Drive, GLASGOW, G11 5DY link. 
8.	Click the OK button to confirm the accurate address details. 
9.	Select the Address Type. You must provide the University with a home and term-time address. In this example click the Term option. 
10.	Click the Save button. 
11.	Click the OK button. 

Step	Action
12.	<p data-bbox="347 277 1029 309">Congratulations, you have successfully added an address.</p> <p data-bbox="347 342 1318 412">If you were unable to add the address please contact the Student Services Enquiry Team in the Fraser Building.</p> <p data-bbox="347 445 582 477">End of Procedure.</p>