

# 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)

Personal details	
Contact details	<b>Personal Details</b> If any of the information below is incorrect, please contact your College Tutorial Office. Date of birth 01/01/1901 Gender Female Country of birth Australia <b>Names</b> <b>Name</b> Ms Example Student Ms E. Student <b>Citizenship information</b> <b>Type</b> Primary Citizenship
Addresses	
Emails and phones	
Manage your Lookup profile	
<b>Emergency contacts</b>	
Awards and bursaries	
Student support	
Useful information	

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.

Personal Details	
If any of the information below is incorrect, please contact your College Tutorial Office. Date of birth 01/01/1901 Gender Female Country of birth Australia <b>Names</b>	
<b>Name</b>	<b>Type</b>
Ms Example Student	Primary >
Ms E. Student	Initials >
<b>Citizenship information</b>	
<b>Type</b>	<b>Country</b>
Primary Citizenship	United Kingdom
<b>Residency at point of admission</b>	

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)

Cancel
Add Contact
Save

**\*Name** Dr Firstname Lastname

**\*Relationship** General Practitioner

Preferred

**Primary Phone Number**

Country Code

**\*Phone Number** 01223 123456

Extension

**Other Phone Numbers**

No other phone numbers defined.

[Add Phone](#)

**Contact Address**

Please add an address

[Add Address](#)

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.

Cancel
Contact Address
Done

Same as mine

**\*Country** United Kingdom

**\*Address Line1** Bridge Street Medical Centre

Address Line2

Address Line3

Address Line4

City

County

Post Code

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.

Cancel
Add Contact
Save

**\*Name** John Somebody

**\*Relationship** Next of Kin

Preferred

**Primary Phone Number**

Country Code

**\*Phone Number** 07799123456

Extension

**Other Phone Numbers**

No other phone numbers defined.

[Add Phone](#)

**Contact Address**

12 Test Street  
Cambridge  
Cambridgeshire  
CB1 1BC