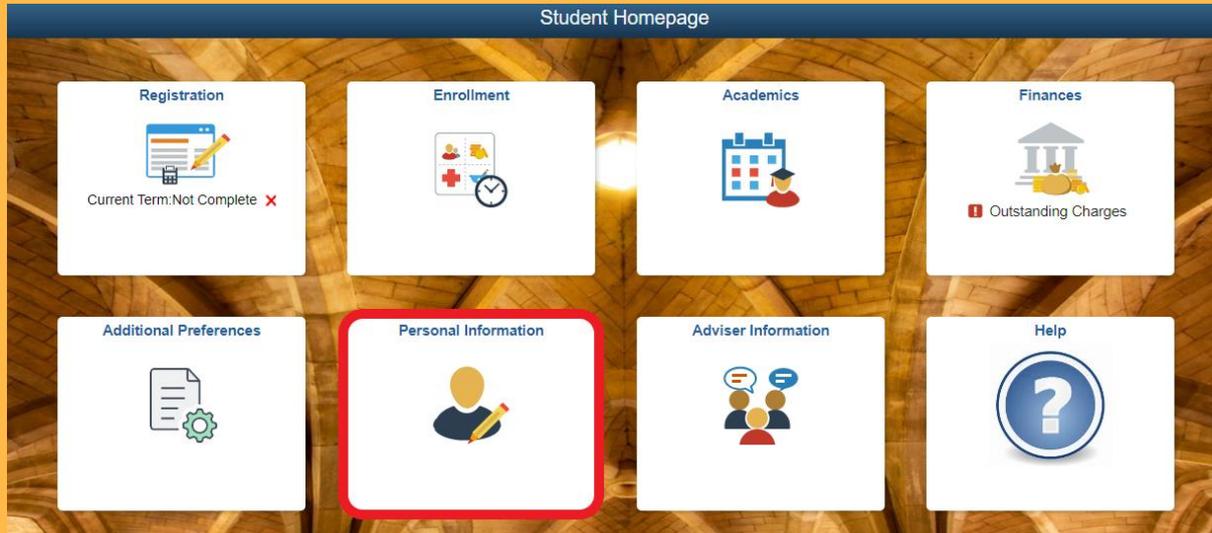
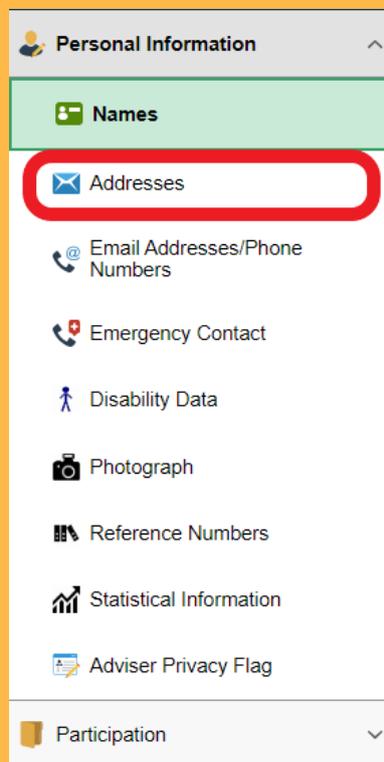


How to Add or Update Contact Details



1. Log in to MyCampus and select the Personal Information tile from the Student Homepage.



2. Select the Address option from the Personal Information tab on the left.

Term Address

No address defined

Add Term Address

Glasgow City Council - Council Tax Exemption:

We offer an automated confirmation of student status for Council Tax Exemption purposes for eligible students staying in private accommodation in the Glasgow City Council area. More information on [eligibility criteria](#) is available.

If you are eligible and would like to opt into the automated confirmation of student status for Glasgow City Council, please follow **all** steps below:

1. Ensure your Term Address in MyCampus is the address for which you require exemption
2. You agree to us sharing your information with Glasgow City Council by **selecting 'YES' in the box below:**
3. Complete [Section 1 of the Glasgow City Council Exemption Form](#) and send it to Glasgow City Council

[More information](#) on the Council Tax Exemption process for Glasgow City Council, including the information we share with the council, and how to apply for exemption from other local authorities.

Share your information with
Glasgow City Council?

Yes

3. Then click on the Add Term Address button.

Cancel **Add Address** Save

Type Term

*From 04/04/2023  Copy From

*Country United Kingdom 

*Address 1

Address 2

Address 3

City

County 

Post Code

4. Fill in the pop-up form and click save.