

## It is **COMPULSORY** that you register your attendance each academic year

Returning registration is available online from **Monday 21 September 2009**.

Please visit [www.kent.ac.uk/student](http://www.kent.ac.uk/student) and select the Student Data System to access your online Student Data account.

### Online Re-Registration Guidance Notes:

**Please note:** this facility is for **RETURNING STUDENTS ONLY**.

New students should enrol via <http://www.kent.ac.uk/gettingstarted/>

- To access your online Student Data System (SDS) account, you will need to use the same login and password you initially set up for your Kent IT account.
- If you have never claimed your Kent IT and Student Data System account, you will need to do this before attempting to access your SDS account and re-register. Please follow the link below to claim your IT account.

<https://www.kent.ac.uk/itaccount/>

- Another common problem is that you have already set up your IT account and password but you have forgotten what your password is. If this is the case please follow the link below to submit a request for a new password.

<https://www.kent.ac.uk/itservices/forms/password/request.html>

- If you have a finance hold on your record (your finance status can be viewed via My Record – details of your record will be in your SDS account) you will be able to access your SDS online account but will **NOT** be able to re-register online. You will need to contact the UKM Finance Section ([ukm-finance@kent.ac.uk](mailto:ukm-finance@kent.ac.uk)) to clear this debt, before you will be able to re-register via the SDS online system.

### Online Re-Registration Procedure Notes:

1. Log in to your online SDS account
2. Select the **Registration** tab from the **My Study** option
3. Select the **Returning Registration** option
4. Check your address details  
If correct select **My address details are correct**  
If incorrect select **Update Address**
5. Check your Name, Qualification and Programme of Study  
If correct **Register**  
If incorrect select **Notify**
6. To complete your registration select **I Wish to Register** or to quit select **Return without Registering**