How to set up your student Je-S record

All students in receipt of funding through one of the Research Councils, whether studying at the University of Cambridge or another UK institution, are required to have a Je-S record to enable details of their studentship to be reported on to the Research Council in question.

The following notes are to assist you in setting up your Je-S record for the purpose of maintaining your Research Council Award. By following these procedures we can ensure you have created your Je-S Record correctly and in a timely manner, ensuring we can report details of your studentship to the Research Councils as required by the terms of your award.

Please note you should only create your Je-S account once you have been unconditionally accepted (met all conditions of admission) to your course of study.
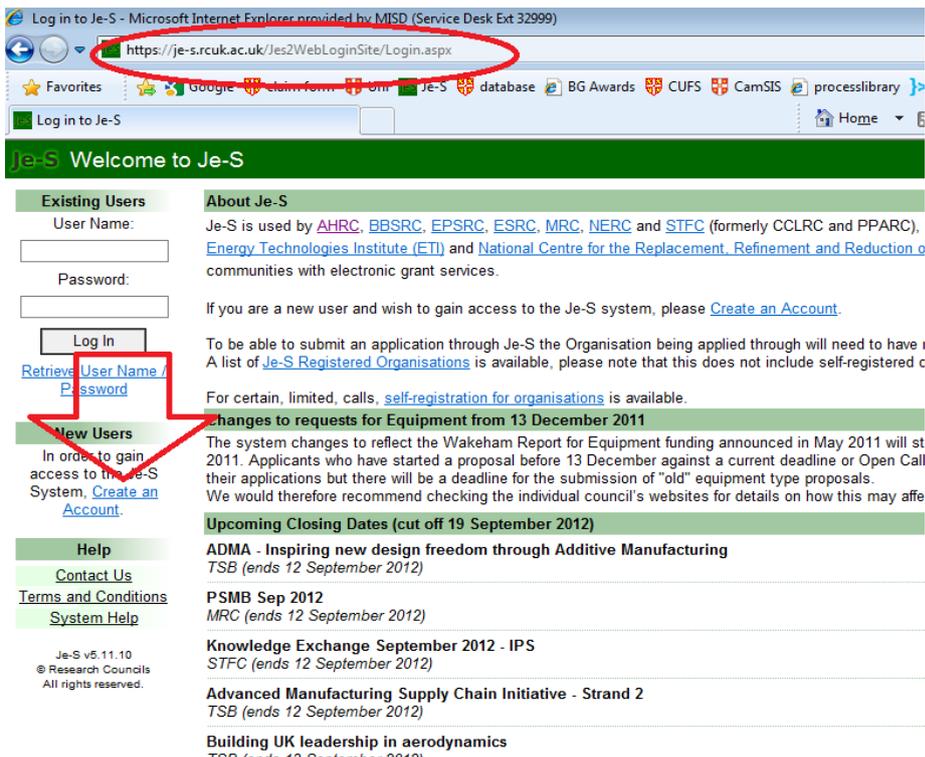
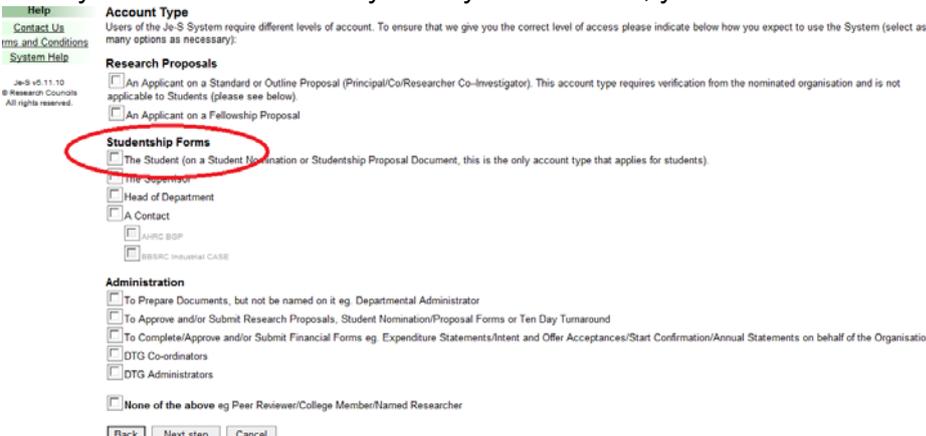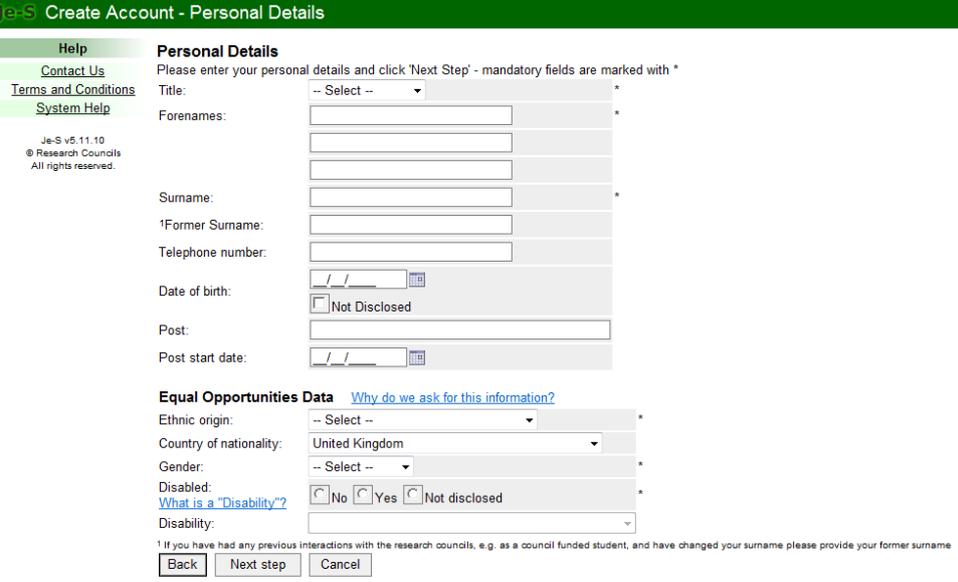**You will require your Cambridge crsid (@cam email) to set up your Je-S account.**
- **If you are a student continuing from a Cambridge course you should be able to set up your account as soon as the University has confirmed that you have met all your conditions.**
- **If you are a student joining the Department from outside of Cambridge you will only receive your crsid once the University Registration exercise has taken place. The First registration exercise commences in August at which point you will receive an email from the University of Cambridge providing details of your University email address.**

Deadline
Please set-up your student Je-S record using these guidelines as soon as possible, and **no later than 20 September**. Both your Department and the University must add additional information to your personal record prior to submitting it to the relevant Council. Setting up your record sooner rather than later helps us to meet the RCUK deadline for this at the end of October.

Procedure

Step	Action
1.	Go to: https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx and click on 'Create an Account'

2.	This will take you to the 'Terms and Conditions' page. Please read this and click on 'Accept' at the bottom of the page.
3.	You will now be asked to check if you already have an account.
4.	Please enter your email address in the box provided; please use your University email (crsid@cam.ac.uk) address for this.
5.	Click on 'Account Check'.
6.	If Je-S advises you already have a record, please contact the Scholarships Administrator at graduate.funding@admin.ac.uk. If not, please continue following the instructions.
7.	If the system does not already have you on record, you will see this screen:
8.	Please select 'The Student' under 'Studentship Forms' and then click on 'Next Step'
9.	You will then be asked to enter your personal details. Please note that the mandatory information is marked with an asterisk. Please ensure information provided here matches the information provided on your GRADSAF application/CAMSIS record. You do not need to complete any additional fields if you do not wish to.
10.	Click 'Next Step'.
11.	You will then be asked to add a Qualification. Whilst this is optional at this stage, we ask that you

	please do add your qualifications as this will save time when finalising your record at a later date. **Part III students who have completed the BA and MMath degrees at Cambridge are asked to enter both qualifications separately.** **Edit qualification details** Note: organisation search will appear in a new window Awarding Organisation: [_____] Select Organisation Year awarded: 2012 ▾ Qualification level: ⦿ Undergraduate / ○ Postgraduate/Masters / ○ Higher/Doctorate Qualification type: Qualification type: [BA ▾] Qualification subject: Search: [_____] [Search] -- Select area -- ▾ -- Select area -- ▾ Qualification class: First class honours ▾ Qualification description: [text box] 255 character(s) remaining (maximum 255), including spaces and returns To check character counts, or edit longer text to the character limit, use the character count test page (opens in a new window) [Save] [Cancel editing qualification] [Cancel]
12.	Follow the on screen instructions to add a qualification or click on 'Next Step'. If you chose not to add a qualification, you will see a warning message; Click on 'OK' to continue.
13.	You will then be asked to enter your Research Organisation and Department. **Organisation** Please select your organisation and department and click 'Next Step'. (this section is not mandatory for student or fellowship account types, for these account types you can bypass this page using the next step option). Note: organisation and department searches will appear in a new window Organisation: [_____] Select Organisation Department: [_____] Select Department If you cannot find your organisation or department please contact the Je-S Help Desk on +44 (0) 1793 444 164. [Back] [Next step] [Cancel]
14.	Click on 'Select Organisation' and type in 'University of Cambridge'. Select 'University of Cambridge' from the results.
15.	Click on 'Select Department' and chose the appropriate Department, either • Department of Pure Mathematics and Mathematical Statistics, or • Department of Applied Mathematics and Theoretical Physics **If you are a CMI student and uncertain of your registered Department email cmi@maths.cam.ac.uk.** If you are unable to locate your Department, please contact the Scholarships Administrator at graduate.funding@admin.cam.ac.uk.
16.	You will then be prompted to create a username and password. Complete the required information, then click 'Next Step'. **Note: Please keep a record of your password as this is personal to you; we will not be able to reset your account if it is lost.** **User Account Details** Please enter a user name, password (at least 6 characters) and hint and click "Next Step". Preferred User Name: [_____] * Password: [_____] * Confirm Password: [_____] * Password Hint: [_____] * [Back] [Next step] [Cancel]
17.	You will then see a screen asking you to confirm your details. Check all are correct then click 'Create Account'.

18.	The following message should now appear: **Account Created** User account successfully Created. You will shortly receive an email that includes a link you must click on to activate your account and complete this process. Please note that this link will remain active for 1 month from the date of issue. Please also note that this link can only be used once, once you have activated the account please log into your account by accessing the Je-S log in page. Close the window.
19.	Please follow the instructions in the email to complete your account creation.
20.	Your record will now be available for your department to add your studentship details.
21.	**Please email your course administrator to let them know that your record has been set up.** DAMTP: damtpres@hermes.cam.ac.uk DPMMS: purephd@maths.cam.ac.uk CMI: cmi@maths.cam.ac.uk
22.	No further action is required from you at this time.