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.

<u>Deadline</u>

Please set-up your student Je-S record using these guidelines as soon as possible, and <u>no later than two</u> weeks prior to your admit term start date. 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



2.	This will take you to the 'Terms and Conditions' page.
	Please read this and click on 'Accept' at the bottom of the page.
	totali material: tota
	priorographs: computer software; audio and visual elements; the database design and reference data; and
	the structure and design of the system. You must not reproduce, of skribute, transmit modify, adapt, display (including adaptations/displays such as by "far our prior written permission, with the scopetion of using the system through the normal means grounded by the Council #Zown the "Stillware on which the system is built." You must not revease enoise-charge-samely the system
	Acceptance To create an acception Je-S, you must accept the terms and conditions for use of the Je-S System.
	Vou 'Accept lotsw, you will proceed to the account details input screen. If ye choose for Not Accept the terms and constitutions at this time, you will be returned to the Je-S System home page If you have any queries, contact the Je-S Helpdesk (tel: +44 (0) 1733 44 4164; e-mail: jeshelp@ircuk.ac.uk) Decemal Mut Accept
2	Vau will now be asked to sheak if you already have an assount
3. 1	Please enter your email address in the bey provided: please use your University email
4.	(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:
	Help Account Type Contact Us Users of the Je-S System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as more accounting as mercessary):
	System Help Research Proposals
	As 34 51:10 Ler An Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator). This account type requires verification from the nominated organisation and is not Research Counting applicable to Students (please see below). All rights reserved. All rights reserved. All rights reserved.
	Studentship Forms
	The Student (on a Student Normation or Studentship Proposal Document, this is the only account type that applies for students).
	Head of Department A Contact
	AHIC BOP AHIC BOP BBSRC Industrial CASE
	Administration
	L To Prepare Documents, but not be named on it eg. Departmental Administrator To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround
	To Complete/Approve and/or Submit Financial Forms eg Expenditure Statements/Intent and Offer Acceptances/Start Confirmation/Annual Statements on behalf of the Organisation
	None of the above eg Peer Reviewer/College Memoer/Named Researcher Back Next step Cancel
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.
	Ite-S Create Account - Personal Details
	Help Personal Details
	Contact Us Please enter your personal details and click 'Next Step' - mandatory fields are marked with *
	System Help Forenames:
	Je-S v5.11.10 © Research Councils
	All rights reserved.
	1Former Surname:
	Telephone number:
	Date of birth:
	Post:
	Post start date:
	Equal Opportunities Data <u>Why do we ask for this information?</u>
	Country of nationality: United Kingdom
	Gender: - Select - ▼ Disabled: Clus Clus Clus and a set of the se
	What is a "Disability"? Import of sciosed Disability:
	¹ If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname Back Next step Cancel
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.			
	Note: organisation search will app	ar in a new window		
	Awarding	Select Organisation		
	Year awarded: 2012			
	Four undraced.			
		Indergraduate		
	Qualification level:	Postgraduate/Masters		
	Ľ ⊢	ligher/Doctorate		
	Qualification type: Qualit	fication type: BA		
	Qualification subject: Searc	search Search		
	Se	lect area 👻		
	Se	lect area 👻		
	Qualification class: First	class honours -		
	Qualification			
	description: 255 c	haracter(s) remaining (maximum 255), including spaces and returns		
	To ch	eck character counts, or edit longer text to the character limit, use the character count		
	test p	lage (opens in a new window)		
	Save Cancel editin	g qualification Cancel		
10	Follow the on (person instructions to add a qualification or aliak on 'Next Stan'		
12.	Follow the on s			
	If you chose no	ot to add a qualification, you will see a warning message; Click on 'OK' to continue.		
13.	You will then b	e asked to enter your Research Organisation and Department.		
	On manifestion			
	Organisation	Fighting and dependenced and slight Wheel Ober's		
	(this section is not man	nisation and department and click livext Step . datory for student or followship account types for these account types you can bypass this page using the next step ontion).		
	(and because to not man	anchy initiated in the province speed, for these descent types yes can sypace the page doing the next step space.		
	Note: organisation and depart	tment searches will appear in a new window		
	Organisation:	Select Organisation		
	Department:	Select Department		
	If you connet find your o			
	II you cannot lind your o	rganisation of department please contact the <u>Je-S Help Desk</u> of #44 (0) 1795 444 164.		
	Back Next step	Cancel		
4.4		t One set and the stice fills is set to stice at the state of the stat		
14.	Click on Selec	t Organisation and type in University of Cambridge		
	Select 'Univers	sity of Cambridge' from the results.		
15.	Click on 'Selec	t Department' and chose the appropriate Department, either		
	 Depart 	tment of Pure Mathematics and Mathematical Statistics, or		
	- Doport	transfer of Applied Methometics and Theoretical Driveics		
	• Depart	inent of Applied Mathematics and Theoretical Physics		
	If you are a CMI student and uncertain of your registered Department email			
	cmi@maths.c	am.ac.uk. If you are unable to locate your Department, please contact the		
	Scholarships A	Administrator at graduate.funding@admin.cam.ac.uk.		
16	You will then b	e prompted to create a username and password. Complete the required information		
10.	than alick 'Nov	<pre>c prompted to create a doctmanic and paceword. Complete the required methation, t Chap'</pre>		
		rolep.		
	<u>Note:</u> Please I	keep a record of your password as this is personal to you; we will not be able		
	to reset your a	account if it is lost.		
	User Account D			
	Please enter a user	name, password (at least 6 characters) and nint and click Next Step .		
	Preferred User Name	e:*		
	Password	*		
	r doomord.			
	Confirm Password:	*		
	Password Hint:	*		
	r accircia rinit.			
	Back Next st	ep Cancei		
17	Vou will them -	as a carean adving you to confirm your datails. Check all are correct than alight		
17.		ee a screen asking you to confirm your details. Uneck all are correct then click		
	Create Accou	nt'.		

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.