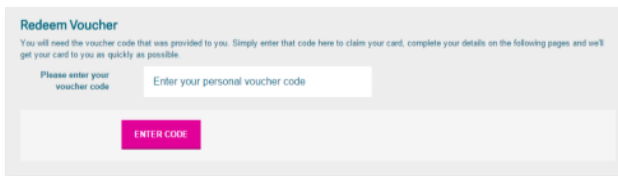


Registration for the NUS extra card – guidance for staff

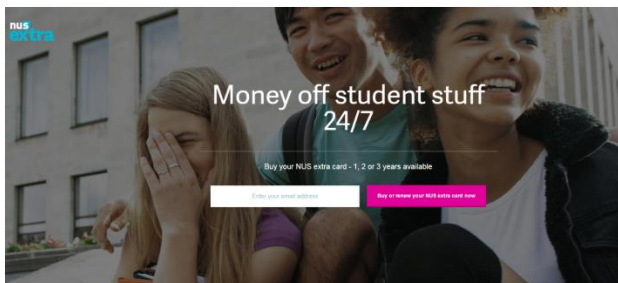
The following steps guide you through the registration process for the NUS extra card. Please note you will need a photo (from facebook, a webcam or on your device) to complete the process.

1. Click on the link from your personal email, inviting you to register for the NUS extra card.
2. Enter your voucher code and click on 'Enter Code'.



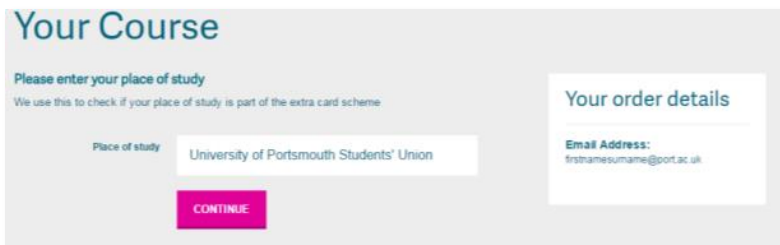
The screenshot shows a form titled "Redeem Voucher". Below the title, there is a short instruction: "You will need the voucher code that was provided to you. Simply enter that code here to claim your card, complete your details on the following pages and we'll get your card to you as quickly as possible." The form has a label "Please enter your voucher code" and a text input field containing "Enter your personal voucher code". Below the input field is a pink button labeled "ENTER CODE".

3. Enter your email address and click 'Buy or renew your NUS extra card now'.



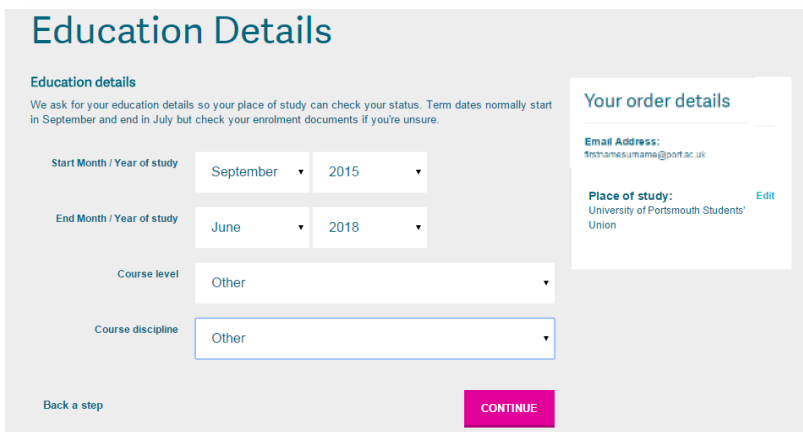
The screenshot shows a promotional banner for the NUS extra card. It features a background image of three smiling students. The text on the banner includes "nUS extra", "Money off student stuff 24/7", and "Buy your NUS extra card - 1, 2 or 3 years available". There is a text input field for "Enter your email address" and a pink button labeled "Buy or renew your NUS extra card now".

4. Select your institution from the dropdown that appears when you click in the box. Your institution is *University of Portsmouth Students' Union*.



The screenshot shows a form titled "Your Course". It has a sub-heading "Please enter your place of study" and a note: "We use this to check if your place of study is part of the extra card scheme". There is a "Place of study" dropdown menu with "University of Portsmouth Students' Union" selected. To the right, there is a "Your order details" box showing "Email Address: firstnamesurname@port.ac.uk". A pink "CONTINUE" button is at the bottom.

5. From the dropdown select 'Other' for both the Course level and Course discipline and click 'Continue'. Note the start and end of study do not require changing.



The screenshot shows a form titled "Education Details". It has a sub-heading "Education details" and a note: "We ask for your education details so your place of study can check your status. Term dates normally start in September and end in July but check your enrolment documents if you're unsure." The form has four dropdown menus: "Start Month / Year of study" (September, 2015), "End Month / Year of study" (June, 2018), "Course level" (Other), and "Course discipline" (Other). To the right, there is a "Your order details" box showing "Email Address: firstnamesurname@port.ac.uk" and "Place of study: University of Portsmouth Students' Union" with an "Edit" link. A pink "CONTINUE" button is at the bottom right, and a "Back a step" link is at the bottom left.


6. Select 'Valid for 1 year' to receive the staff benefit and click 'Continue'.

Your Card

Your NUS extra card and cost is shown below. You have the option to add extra products to your order at this point.

CONTINUE

You are purchasing:

	Valid for:	Item total
 NUS extra Online 1 Year Discount Voucher 1 year NUS extra student discount card. Find out more...	1 year	£0.00

Total cost of basket: £0.00

[Back a step](#) **CONTINUE**

Your order details

Email Address: firstnamesurname@port.ac.uk

Place of study: University of Portsmouth Students' Union [Edit](#)

Education details: [Edit](#)
Start Month / Year of study: September 2015
Final Month / Year of study: June 2018
Course Level: Other
Course Discipline: Other

Products:
NUS extra Online 1 Year Discount Voucher - 1 year - £0.00


7. Select where you wish to upload a picture from and follow the instructions or save for later while you find a photo.

Your photo should be:

- no larger than 640 (h) x 400 (w) pixels
- clear and in sharp focus
- taken not too close or far away
- no more than 1mb in file size
- it must be a photo of you


Your Card

You will need to provide a head and shoulders passport style photo for your card, preferably against a light background.



Upload from Facebook

Connect with Facebook to choose an image from your facebook profile images.



UPLOAD VIA FACEBOOK

Use your webcam

When activating your camera, a notification will appear at the top of your browser.

Simply select "allow" to continue.

USE MY WEBCAM

Upload your photo

Your photo should be:

- A high quality .jpeg
- Not too close or far away
- No larger than 640(h) x 400 (w) pixels
- Sharp focus and clear
- No larger than 1mb in file size
- Oh, and it must be a photo of you!

BROWSE FOR A PHOTO

Your order details

Email Address: firstnamesurname@port.ac.uk

Place of study: University of Portsmouth Students' Union [Edit](#)

Education details: [Edit](#)
Start Month / Year of study: September 2015
Final Month / Year of study: June 2018
Course Level: Other
Course Discipline: Other

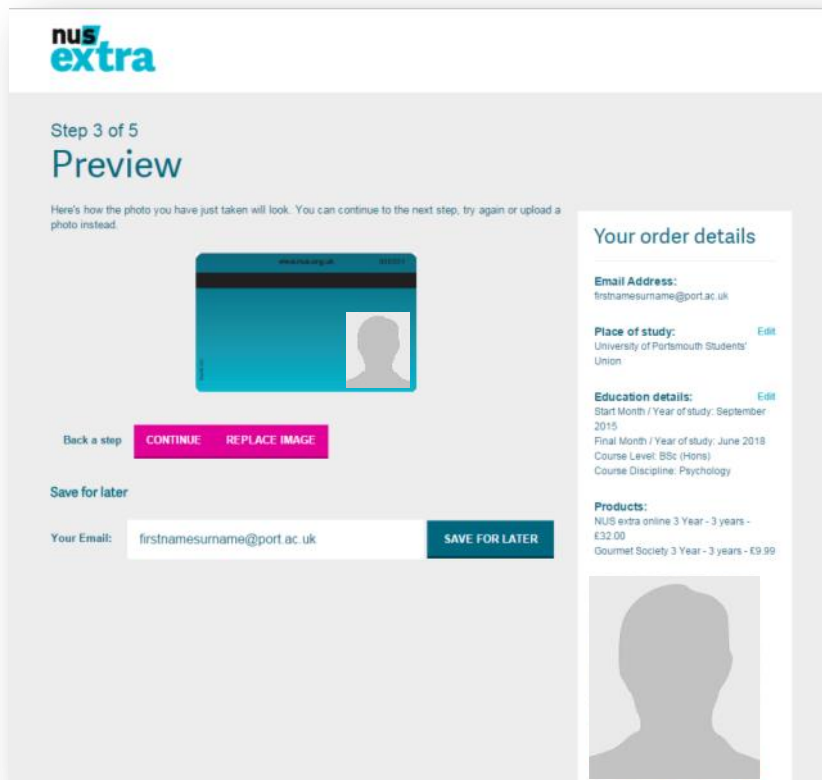
Products:
NUS extra Online 1 Year Discount Voucher - 1 year - £0.00

[Back a step](#)

Save for later

Your Email: firstnamesurname@port.ac.uk **SAVE FOR LATER**

8. If you are happy with the image select 'Continue' or 'Replace image' if you are not happy.



9. Complete your personal details and preferences, and select 'Continue'.
10. Check you have ordered the NUS extra 1 year card and the item total is zero. Select your delivery preference and check your details are correct before confirming your order.
11. Your order will now be confirmed and you can print a receipt if you wish.
12. Go to this URL to view all discounts <http://www.nus.org.uk/en/nus-extra/discounts/>

Please refer to the NUS extra frequently asked questions if you require any further information:
<http://www.nus.org.uk/en/contact-us/contact-nus-extra-student-support/>