



How to submit going away dates

Step 1: Log on to your accommodation portal and click on Update Information.

The screenshot shows the top navigation bar with a red background. On the left, there is a hamburger menu icon and a '65' notification badge. The navigation items are 'Application - SAS', 'Update Information' (highlighted with a black box), 'Application', and 'Accounts'. On the right, there is a 'Log Out' link. Below the navigation bar, the main content area has a white background. It starts with the text 'Welcome to the University of Sydney Student Accommodation Services Portal'. Below that is a light grey box containing the text 'Semester 2, 2021 Applications NOW OPEN' and a note: '** Please note: We will start assessing Semester 2, 2021 applications mid-May **'.

Step 2: Choose Create New Going Away Period from the dropdown and click Save & Continue.

The screenshot shows the 'Page Selector' page. The top navigation bar is the same as in Step 1. Below the navigation bar, the page title is 'Page Selector'. The main content area has a white background. It contains the text 'Using this page you can select the next step, where you can register going away dates, update your details, or complete a COVID-19 declaration.' Below this is the label 'Select Next Step:' followed by a dropdown menu. The dropdown menu is open, showing 'Create New Going Away Period' as the selected option, with a red arrow pointing to it. Below the dropdown menu is a blue button with the text 'SAVE & CONTINUE', which is highlighted with a black box.

Step 3: Click Add New Record. Choose the dates you will be away and please put the reason as well. Click Save & Continue.

The screenshot shows the 'Create New Going Away Period' page. The top navigation bar is the same as in Step 1. Below the navigation bar, the page title is 'Create New Going Away Period'. The main content area has a white background. It contains a light grey box with the text 'Please only create going away periods once. Once the start date of a going away period has passed, you will need to contact us to make any changes.' Below this is the section title 'Future Going Away Periods'. At the bottom of this section is a blue link with a plus sign and the text '+ Add New Record', which is highlighted with a red arrow.



Future Going Away Periods

Reason



Start Date



End Date



Additional Information



[+ Add New Record](#)

Past Going Away Periods

Step 4: You will see this page again but there is nothing else you have to do as the information you have submitted will then be stored in your profile.

Update Information

Using this page you can select the next step, where you can register going away dates, update your details, or complete a COVID-19 declaration.

Select Next Step: