

# How to register your bank details for your deposit return

Getting started - go to [www.reading.ac.uk/applicantportal](http://www.reading.ac.uk/applicantportal) and log in using your University Username and Password

University of Reading

## RISIS PORTAL

Please log in below

**Username**

**Password**

Login >>

**Welcome to the RISIS portal**

**Latest news**

The RISIS portal is now available for all users, following the upgrade to the system. The portal has been re-structured to be fully functional on smartphones and tablets, as well as on PCs; the layout will adjust depending on the screen that you're using. Applicants and students will also see a re-design of the layout.

If your browser is not displaying the portal correctly, please press the Ctrl key together with the F5 key to clear your cache. Some users may need to clear their browser history in their internet settings.

If you are unable to log in using an encrypted link within an email, please contact us for a new email to be sent to you.

**Portal information**

You have reached the login page for the RISISweb portal. This gives appropriate access to University of Reading student data for staff, students, applicants and past students.

**Students** - use your University username and password to log in, plus your RISIS security password.

**Next:** Click on the "Actions" drop down list and select "Accommodation". Then click on "Click here for arrivals, departures and deposits".

University of Reading

RISIS Home Information Actions Applications

RED award

Summer Accommodation

**Accommodation**

LIBRARY course bookings

/ Logout

**General Accommodation Information**

You can use this section of your portal to apply for and manage your application for accommodation at the University of Reading.

For information about the Accommodation available at the University, guarantees that might apply to you, Application opening dates, timelines and more, please visit our accommodation pages [here](#)

Once accommodation applications have been opened for you to be able to apply, you will see a link to apply or monitor the progress of your application.

You will also be able to use this page to manage your arrival/departure or to view your deposit account.

**Application Link**

Click on the link below to connect to Accommodation Online, where you can make an application for term time accommodation, or view your current application.

[Connect to Accommodation Online](#)

**Arrivals and Departures**

Click on the link below to manage your arrival, deposit and departure. For enquiries about departure dates that are different to your contract, please email [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk)

[Click here for arrivals, departures and deposits](#)

Next: Under the section "already departed" click "click here to enter bank details"

The screenshot shows the 'Welcome' page of the e-Student portal. The browser address bar displays 'https://readinghalls.com/085/e-Student/ESenrance.aspx'. The page features a navigation menu on the left with options: Home, Login, Your Details, Bookings, and Finance. The main content area includes a 'Welcome' heading, a 'New Residents for 2015/16' section with instructions for new arrivals, a 'Current Residents' section with a link to 'Statement', and an 'Already departed?' section with a link to 'click here to enter bank details'.

**First Name**  
Zenab

**Surname**  
Bastawala

**UCAS\Student ID**  
21029562

**Welcome**

**New Residents for 2015/16**

If you have accepted an offer of accommodation starting in academic year 2015-16 please complete e-in your arrival to hall

**Current Residents**

To view your deposit account please click "Statement" on the left hand menu.

**Already departed?**

If you've already departed and wish to enter your bank details for your deposit return then please [click here to enter bank details](#).

The screenshot shows the 'Bank Details' page of the e-Student portal. The browser address bar displays 'https://readinghalls.com/085/e-student/Refund/BankDetails.aspx'. The page features a navigation menu on the left with options: Home, Login, Your Details, Bookings, and Finance. The main content area includes a 'Bank Details' heading, instructions for refunding accommodation deposits, sections for 'UK Bank Account Holders' and 'Non-UK Bank Account Holders', and a 'Refund Bank Account Details' section with input fields for Sort Code and Account Number, and a 'Validate Account' button.

**First Name**  
Zenab

**Surname**  
Bastawala

**UCAS\Student ID**  
21029562

**Bank Details**

In order to refund your accommodation deposit, (after any deductions that might apply), or any other payments that may become due to you during the course of your halls stay, we require your bank details.

**UK Bank Account Holders**

Please complete the Refund Bank Account Details section below if you have a UK bank account only. Please note that we endeavour to return all monies within 4 weeks of the end of your contract and therefore your UK bank account will need to remain open for that period.

**Non-UK Bank Account Holders**

Should you not have a UK bank account, please download the [Non-UK Bank Holders Account Details form](#) and print and complete all the relevant details for payment into your overseas bank account.

Please return the completed form to the accommodation office in the Carrington Building or alternatively scan and email to [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk).

Please note that a charge of £15 will be levied for refunds into non-UK bank accounts.

**Refund Bank Account Details**  
(UK Bank Accounts Only)

Sort Code (6 digits no spaces)

Account Number (8 digits)