MY DETAILS: HOW TO MANAGE YOUR PERSONAL DETAILS ONLINE

SWIN BUR NE

SWINBURNE UNIVERSITY OF TECHNOLOGY

1 Log in to view your details

Log in to **My Details** with your Student ID and password.

All your details will be displayed under the **My Details** tab, and you can update these at any time.
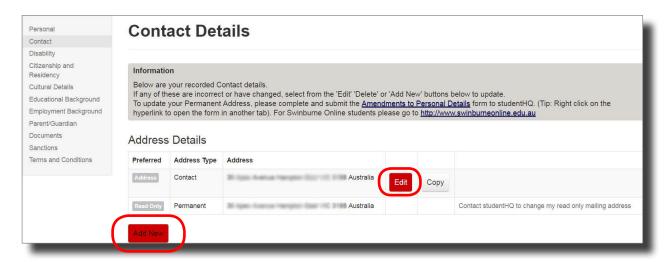

2 Updating your details

Personal details: You're unable to update these details online as they require evidence to change. You'll need to complete an **Amendment to Personal Details form** and submit it to any studentHQ.

Contact details: To make changes to your contact details, click **Edit**, edit your details, then click **Save**.

To update your permanent address you must submit an **Amendment to Personal Details form**.

To add a new contact detail, click **Add New**, enter the details, then click **Save**.
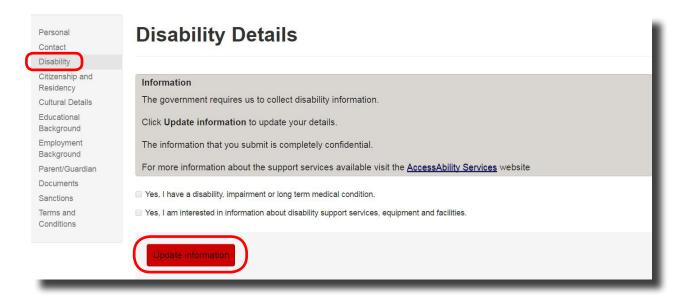

To delete contact details, click **Delete** next to the item you wish to delete on the screen.

Note: Some contact details are mandatory and won't have an option to delete.
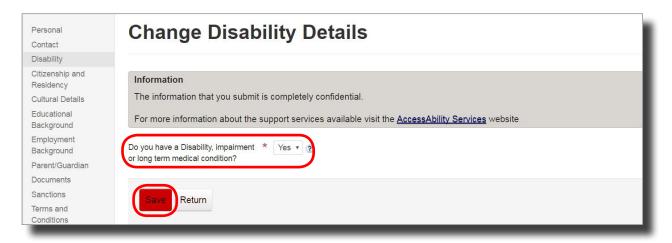
3 Managing your disability details

a | Click **Disability** in the left-hand navigation to view and edit your disability details.

b | Select **Update information**.

c | To declare a disability, impairment, or long term medical condition, select **Yes** from the drop-down menu, then click **Save**.

From there, you will be able to select the disability that applies to you. You can declare more than one if needed.

You can also select if you'd like to receive information about support services, equipment and facilities. If you select **Yes**, you will be contacted by our Disability Support team.

4 View your citizenship and residency details

Click on **Citizenship and Residency** in the left-hand navigation.

Note: You are unable to change these details yourself. If any details are incorrect or need updating, please contact studentHQ.
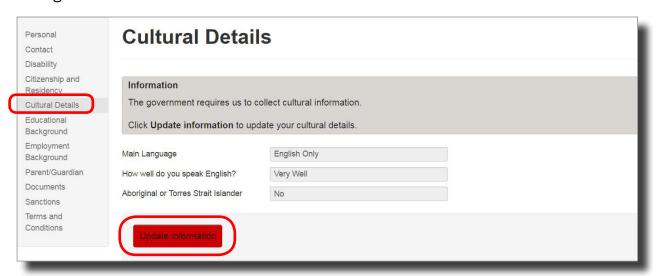
5 Manage your cultural details

Click on **Cultural Details** in the left-hand navigation.

If these details are incorrect, click the **Update Information** button to make changes.

6 Manage your educational background

Click on **Educational Background** in the left-hand navigation to view the information recorded about your education background.

To update any information on this page, click **Edit** or **Update** where required. After making changes, click **Save**.

To add additional information about your educational background, click **Add New**, enter the details and click **Save**.

Educational Background Details

Information

The government requires us to collect educational background information.

Australian Secondary schooling completed

Highest School Level Completed	Completed year
Are you currently attending school?	No
Year of completion	2011
Student ID	No details recorded
School	Sandringham College
State	VIC
Year 12 Result Type	No details recorded

Study Reason Details

Study Reason	To get a job

Update information

Highest Level of Education: Participation

	Highest Level of Participation	Year
Edit	Complete VET Award	2012
Edit	Complete VET Award	2015

Add New

Highest Level of Education: Completion

Note:

Australian Secondary schooling completed-
You are unable to change these details yourself. If any details are incorrect or need updating, please contact studentHQ.

Highest Level of Education: Participation-
The highest level of qualification you have participated in, whether you completed the course or not.

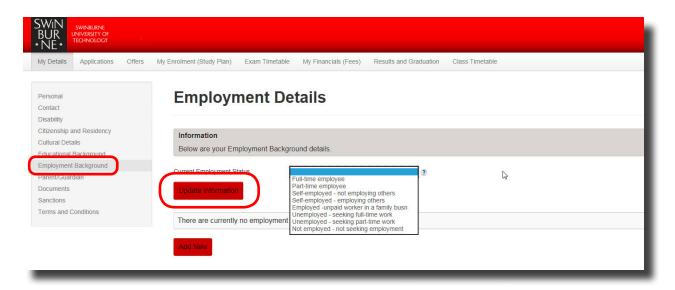***Highest Level of Education: Completion-***
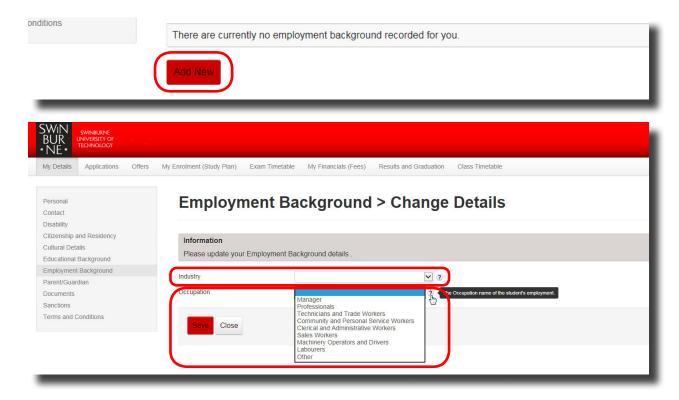*The highest level of educational qualification you have completed.*

7 Manage your employment background

Click on **Employment Background** in the left-hand navigation to view the information recorded about your employment details.

To update your **Current Employment Status**, click **Update Information** to add details or **Edit** where required. After making changes select **Save**.

To add additional information about your **employment background**, click **Add New**, select both your **Industry** and **Occupation Type** from the drop down list and click **Save**.
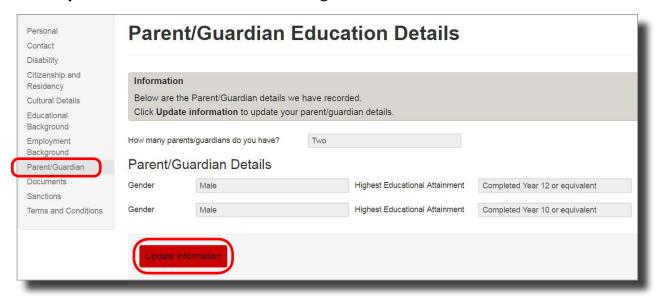
8 Manage your parent/guardian education details

An overview of your Parent/Guardian(s) education details are recorded for Government reporting.
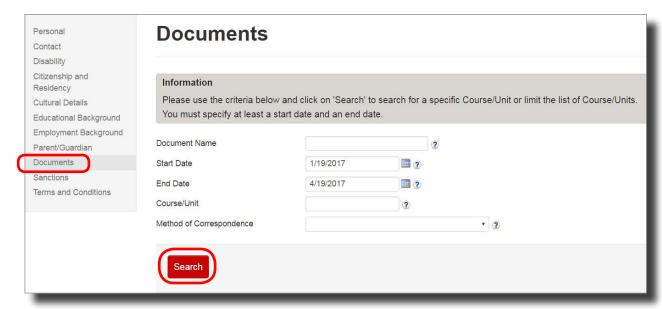
a | Select **Parent/Guardian** in the left-hand navigation.

b | Click **Update Information** to make changes to the recorded information.

9 View official documents which have been issued to you

a | Select **Documents** in the left-hand navigation.

b | Use the search fields to find documents that have been automatically generated by us and issued to you (e.g. Statement of Account).
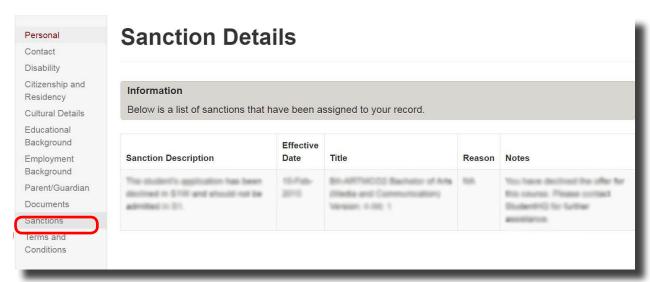
10 View any sanctions that have been assigned to your record

Select **Sanctions** in the left-hand navigation.

Note: For assistance or further information about your sanctions, please contact studentHQ.

11 View the terms and conditions you have agreed to

a | Select **Terms and Conditions** in the left-hand navigation.

b | Any terms and conditions you have agreed to will be listed. Click **View** to open.

Need more help ?

Ask George
studentHQ
Help Guides