

# MY DETAILS: HOW TO MANAGE YOUR PERSONAL DETAILS ONLINE

## 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.

SWINBURNE UNIVERSITY OF TECHNOLOGY

My Details Applications Offers My Enrolment (Study Plan) Exam Timetable My Financials (Fees) Results and Class Timetable

Personal  
Contact  
Disability  
Citizenship and Residency  
Cultural Details  
Educational Background  
Employment Background  
Parent/Guardian

### Personal Details

**Information**

Below are your recorded details.

If any of these are incorrect or have changed, please complete and submit the [Amendments to studentHQ](#). (Tip: Right click on the hyperlink to open the form in another tab). For Swinburne to <http://www.swinburneonline.edu.au>

Need help? View our online [Help Guides](#) or search our [Student FAQs](#) (Ask George).

## 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**.

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## Contact Details

**Information**

Below are your recorded Contact details.  
If any of these are incorrect or have changed, select from the 'Edit' 'Delete' or 'Add New' buttons below to update.  
To update your Permanent Address, please complete and submit the [Amendments to Personal Details](#) form to studentHQ. (Tip: Right click on the hyperlink to open the form in another tab). For Swinburne Online students please go to <http://www.swinburneonline.edu.au>

**Address Details**

Preferred	Address Type	Address	
Address	Contact	28 Upper Anderson Way, Clayton VIC 3168 Australia	<b>Edit</b> Copy
Read Only	Permanent	28 Upper Anderson Way, Clayton VIC 3168 Australia	Contact studentHQ to change my read only mailing address

**Add New**

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**.

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## Disability Details

**Information**

The government requires us to collect disability information.  
Click **Update information** to update your details.  
The information that you submit is completely confidential.  
For more information about the support services available visit the [AccessAbility Services](#) website

☐ Yes, I have a disability, impairment or long term medical condition.  
☐ Yes, I am interested in information about disability support services, equipment and facilities.

**Update information**

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

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## Change Disability Details

**Information**

The information that you submit is completely confidential.

For more information about the support services available visit the [AccessAbility Services](#) website

Do you have a Disability, impairment or long term medical condition? \* Yes ?

**Save** Return

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.*

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## Citizenship and Residency Details

**Information**

Below are the current citizenship and residency details we have recorded about you. For more information about Citizenship and Residency refer to [Ask George](#).

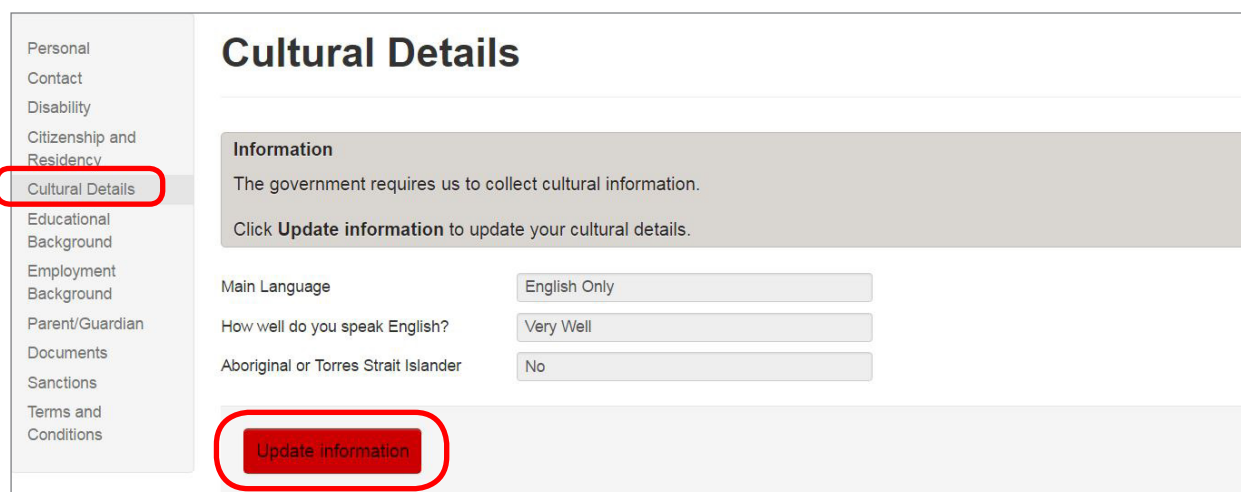
If any of these are incorrect or have changed please contact studentHQ. For Swinburne Online students please go to <http://www.swinburneonline.edu.au>

Citizenship	Australian
Permanent Resident of Australia	No details recorded
Date Residency Granted	No details recorded
Residency requirements for citizenship met over a year ago	No details recorded
Last date Citizenship and Residency data was confirmed	No details recorded
Residing in Australia during the study period	No details recorded
Residing outside of Australia due to a course requirement	No details recorded
Country of Citizenship	Australia
Country of Dual Citizenship	
Country of Birth	Australia
Year of Entry into Australia	No details recorded

## 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.



The screenshot shows a web interface for managing personal details. On the left is a vertical navigation menu with the following items: Personal, Contact, Disability, Citizenship and Residency, Cultural Details (highlighted with a red circle), Educational Background, Employment Background, Parent/Guardian, Documents, Sanctions, and Terms and Conditions. The main content area is titled 'Cultural Details'. It features an 'Information' section with a grey background containing the text: 'The government requires us to collect cultural information. Click **Update information** to update your cultural details.' Below this are three form fields: 'Main Language' with a dropdown menu showing 'English Only', 'How well do you speak English?' with a dropdown menu showing 'Very Well', and 'Aboriginal or Torres Strait Islander' with a dropdown menu showing 'No'. At the bottom of the form is a red button labeled 'Update information', which is also highlighted with a red circle.

## 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
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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**.

The screenshot shows the Swinburne University of Technology portal. The left navigation menu has 'Employment Background' highlighted with a red circle. The main content area is titled 'Employment Details'. Under the 'Information' section, it says 'Below are your Employment Background details.' There is a section for 'Current Employment Status' with a red circle around the 'Update information' button. A dropdown menu is open, showing various employment status options. At the bottom, there is a message 'There are currently no employment' and an 'Add New' button.

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**.

The screenshot shows a section with the heading 'Conditions' and a message 'There are currently no employment background recorded for you.' Below this message is a red circle around the 'Add New' button.

The screenshot shows the 'Employment Background > Change Details' page. The left navigation menu has 'Employment Background' highlighted. The main content area is titled 'Employment Background > Change Details'. Under the 'Information' section, it says 'Please update your Employment Background details.' There are two dropdown menus: 'Industry' and 'Occupation'. Both are highlighted with red circles. The 'Occupation' dropdown is open, showing a list of job titles. Below the dropdowns are 'Save' and 'Close' buttons, with the 'Save' button highlighted by a red circle. A tooltip is visible next to the 'Occupation' dropdown, stating 'The Occupation name of the student's employment.'



# 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.

**Parent/Guardian Education Details**

**Information**

Below are the Parent/Guardian details we have recorded.  
Click **Update information** to update your parent/guardian details.

How many parents/guardians do you have?

**Parent/Guardian Details**

Gender	<input type="text" value="Male"/>	Highest Educational Attainment	<input type="text" value="Completed Year 12 or equivalent"/>
Gender	<input type="text" value="Male"/>	Highest Educational Attainment	<input type="text" value="Completed Year 10 or equivalent"/>

**Update 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).

**Documents**

**Information**

Please use the criteria below and click on 'Search' to search for a specific Course/Unit or limit the list of Course/Units.  
You must specify at least a start date and an end date.

Document Name

Start Date

End Date

Course/Unit

Method of Correspondence

**Search**

# 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.*

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**Sanctions**

Terms and Conditions

### Sanction Details

Information

Below is a list of sanctions that have been assigned to your record.

Sanction Description	Effective Date	Title	Reason	Notes
The student's application has been declined in S100 and should not be admitted to S1.	10-Feb-2016	Bachelor of Arts (Media and Communications) Version: 4.00.1	Nil	You have declined the offer for this course. Please contact StudentHQ for further assistance.

# 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.

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**Terms and Conditions**

### Terms and Conditions History

	Permission Type	Description	Version	Agreed Date	Application Contents
<b>View</b>	Conditions of Application and Applicant Declaration Check	Application Id: 99624	Version:2016.1	12-Dec-2016	<b>1</b> Course <b>1</b> Scholarship <b>1</b> Advanced Standing
<b>View</b>	Terms and Conditions Check	Parent Study Package: BA-BUS10 Bachelor of Business	Version:2017.1	21-Dec-2016	<b>1</b> Course
<b>View</b>	Terms and Conditions Check	Parent Study Package: BA-BUS10 Bachelor of Business	Version:2017.1	21-Dec-2016	<b>1</b> Course

Need more help ?

[Ask George](#)  
[studentHQ](#)  
[Help Guides](#)