

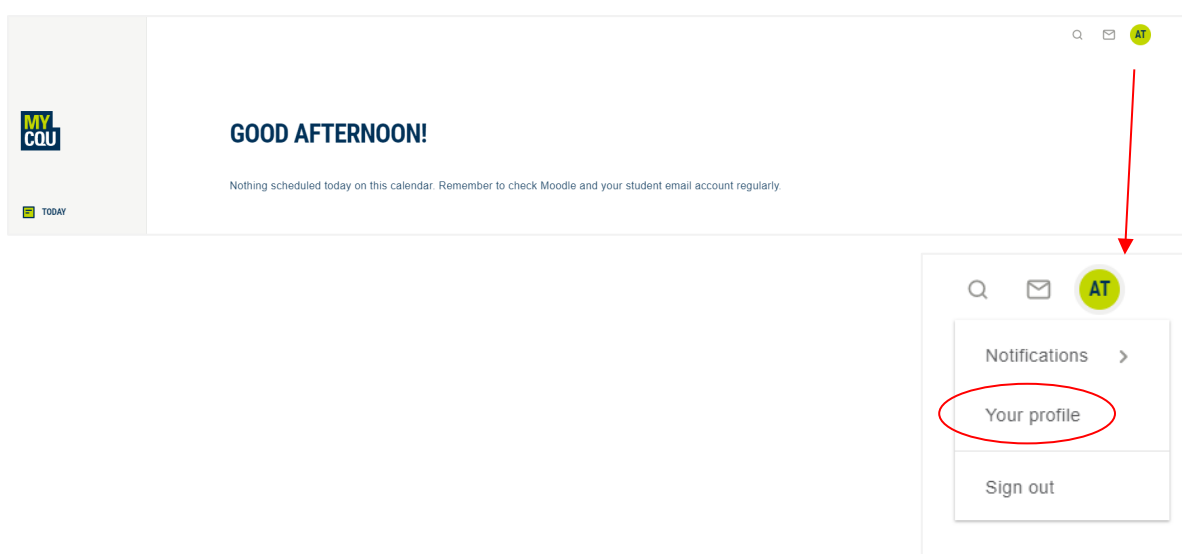
INSTRUCTION SHEET



BE WHAT YOU WANT TO BE
cqu.edu.au

Update your personal information

To update your contact details or personal details such as your emergency contacts, visit the MyCQU Student Portal at my.cqu.edu.au and log in using your Student ID and password. Then, select your initials in the top corner and select *Your Profile*.



From your profile, use the tabs to navigate to the details you would like to update.



When you have located the details to edit, use the *Edit* button.



The different fields include:

1. **Summary:** Name, citizenship status, cultural details, educational background, including previous study details, English language test results, employment details, and parent/Guardian Education.
2. **Contact:** Your personal contact information including mail address, email, and mobile phone number, and emergency contacts.
3. **Finances:** Your Fee Summary, Financial Notices and Online Payments.
4. **Applications:** Current applications for Higher Education, TAFE, and Research courses.
5. **Sanctions:** If applicable, sanctions will also be displayed in your profile.

When updating from the *Summary* and *Educational Background* areas, type your information into the relevant text boxes and click the blue *Save* button in the top right corner of the screen to save them.

When updating the *Contacts* area click the blue *Edit* button beside the information section you want to update and click the blue *Save* button when you are done.

Once you save your information, your details are automatically updated, and a green *Saved* icon will appear in the right-hand side of the green header bar.

