**Confirming your Personal Details**

The first time you log in to StudentOnLine, and every 200 days thereafter, you will need to confirm your personal details and agree to the University Terms and Conditions before you can complete any further action.

When you try to perform any action you will see a warning alerting you to the details that you need to review and confirm before you can continue.

By clicking on the hyperlinks below ‘I want to’ you will be taken to the relevant screen to review and confirm your details, and to review and agree to the University Terms and Conditions. This will take less than one minute.

The first screen is the Citizenship and Residency details. If you have changed your citizenship or residency details you will need to provide documentation to your local Student Administration Office. If you have not changed your citizenship or residency details click on ‘confirm the displayed details’ and you will return to previous screen

Next, you click on ‘view my cultural details’. If these details are incorrect, click on the hyperlink for ‘change my cultural details’ and make the appropriate changes. If they are correct, click on ‘confirm the displayed details’ and you will return to the previous screen.

Next you will need to review the ‘disability details’ you have provided. If there has been a change to this information, click on ‘Change my Disability details’ and make the change. If there has not been a change, click on ‘Confirm my displayed details’ and you will return to the previous screen:

Next you will need to confirm the parent/guardian education details. It is important to note that this screen reflects the information you provided at the time you enrolled, you do not need to update it unless the information was incorrect at the time when you first enrolled.

Click on ‘confirm the displayed details’ if the information is correct and you will be taken to the previous screen:

Lastly, before you can perform any action you need to View and agree to the institutions terms and conditions. Read this information carefully and if you agree, tick the box ‘I accept these terms and conditions’

And then ‘submit this form’

You can now continue to perform any action you would like within StudentOnLine, such as vary your enrolment.