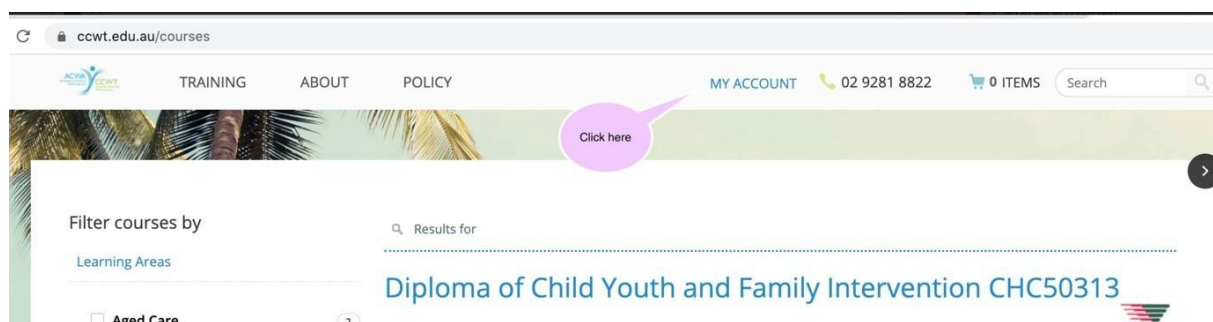


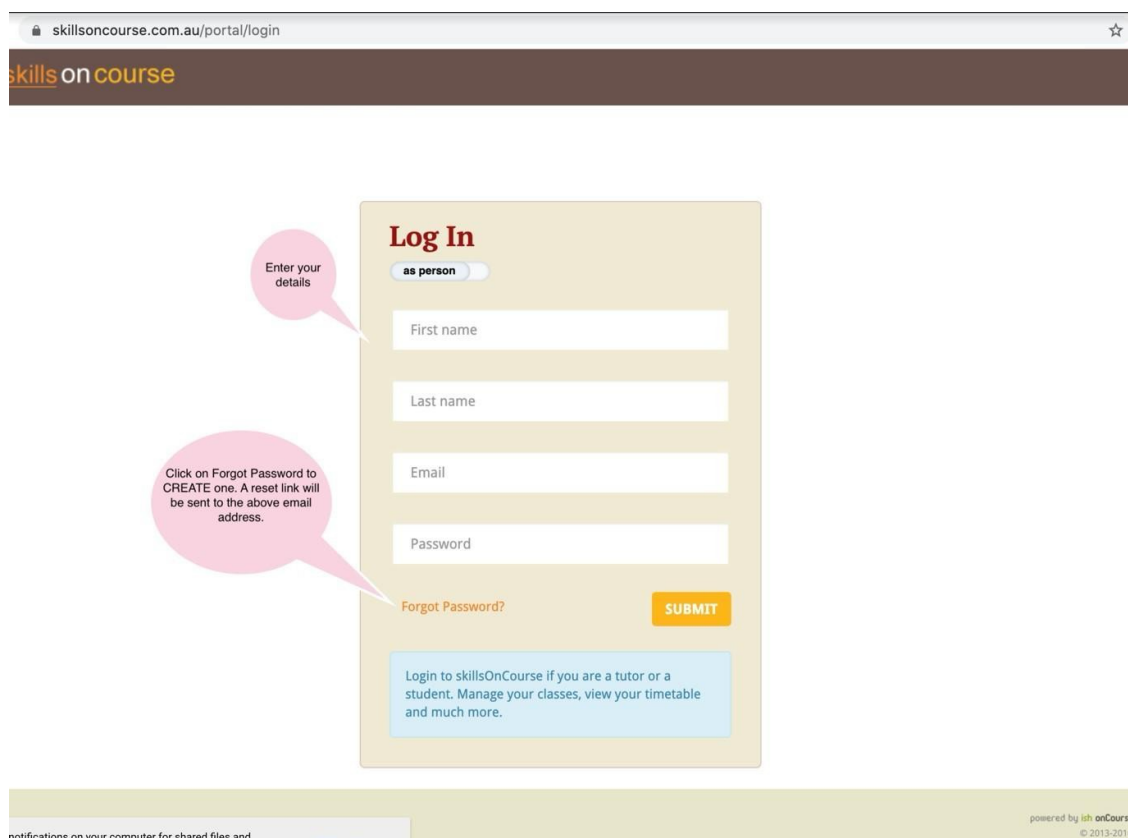
How to Change Personal Details and Information

***Note:** If you change employment and forget to update your email address please advise ccwt@ccwt.edu.au

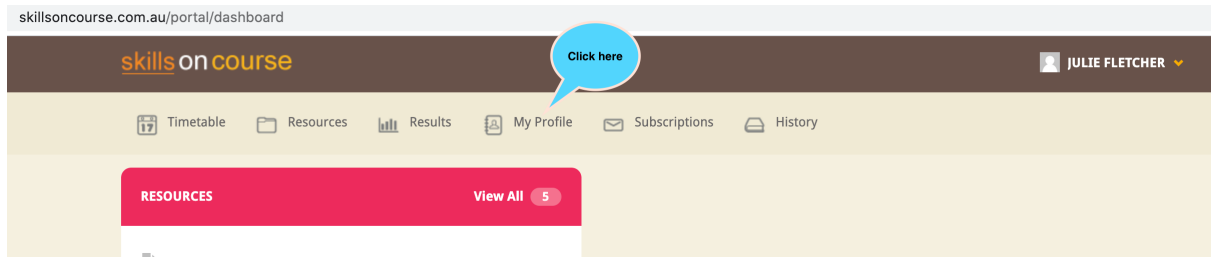
1. Go to **My Account** here <https://www.ccwt.edu.au/course/MLG26>



2. Login as Person and **Create a Password**



3. Go to My Profile



4. Make required changes and save.

The screenshot shows the 'Julie Fletcher's Profile' page. The page title is 'Julie Fletcher's Profile' with sub-links for 'Census Questions', 'Change password', and 'Profile details'. There is a 'Classes 0' indicator. The form contains the following fields:

- EMAIL*: ccwt@ccwt.edu.au
- ADDRESS: [Empty text box]
- SUBURB: [Empty text box]
- POSTCODE: [Empty text box]
- STATE: [Empty text box]
- HOME PHONE: [Empty text box]
- MOBILE PHONE*: [Empty text box]
- WORK PHONE: 02 8974 9823
- FAX: [Empty text box]
- DATE OF BIRTH: [Empty text box]
- GENDER: Male Female
- TOWN OR CITY OF BIRTH: [Empty text box]
- SPECIAL DIETARY REQUIREMENTS, ALLERGIES, ACCESSIBILITY OR MEDICAL CONSIDERATIONS: [Empty text area]

A 'SAVE' button is located at the bottom left of the form.