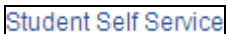
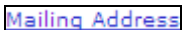

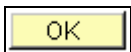


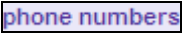



Task 4-Updating Contact Details Online

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Student Self Service is accessed via the myUnitec portal. Click the Student Self Service link.  |
| 2. | Use the Student Centre page to update contact details (address, phone and email). |
| 3. | Scroll down the page. |
| 4. | Use the Personal Information section to update; contact details and other personal details. |
| 5. | Click the Mailing Address link.  |
| 6. | Use the addresses tab to update address details. |
| 7. | Use the Address Type to identify the address to update. |
| 8. | Use the ADD A NEW ADDRESS button to enter an additional address. |
| 9. | For this example you will update your Mailing address. Click the Edit button.  |
| 10. | Use the Edit Address page to update the selected address lines. |
| 11. | Use the Change Country link to adjust the location of your new address. |
| 12. | Enter the new first line of the address into the Address 1 field. |
| 13. | Enter the new Suburb name into the Address 2 field. |
| 14. | Enter the new town/city name into the City field. |
| 15. | Enter the correct post code into the Postal field. |
| 16. | Click the OK button.  |
| 17. | Use the Change Address page to review the updated address details entered. |
| 18. | The Address Types included in this update are indicated with a tick. |
| 19. | Use the Edit Address link to make further updates to the selected address. |
| 20. | Click the Save button.  |

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21. | The address change has been saved. Return to the Personal Information page. Click the OK button.  |
| 22. | Click the phone numbers link.  |
| 23. | Use the Phone Numbers page to update phone number details. |
| 24. | Enter the updated phone number in the required Telephone field. |
| 25. | Use the Preferred checkboxes to select the phone number you would like Unitec to contact you on. Note: There must be one phone number selected as Preferred . |
| 26. | Use the ADD A PHONE NUMBER button to insert a new phone number type. |
| 27. | Click the email addresses link.  |
| 28. | Use the Email Addresses page to update email address details. |
| 29. | Use the Email Address field to update email address details. Note: The Campus email type is reserved for your Unitec email address (@wairaka.com). It is not possible to edit the Campus email address type. |
| 30. | Use the Preferred checkboxes to select the email address you would like Unitec to contact you on. Note: There must be one email address selected as Preferred . |
| 31. | Use the ADD AN EMAIL ADDRESS button to insert a new email address type. |
| 32. | Use the available links to update other personal details e.g. emergency contacts . |
| 33. | You have successfully updated your Mailing address and viewed phone number and email address details. End of Procedure. |