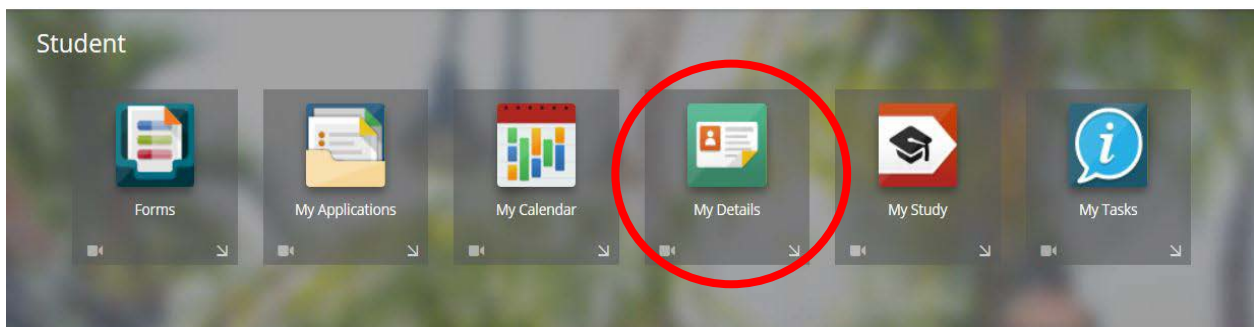


INSTRUCTION SHEET MYCENTRE

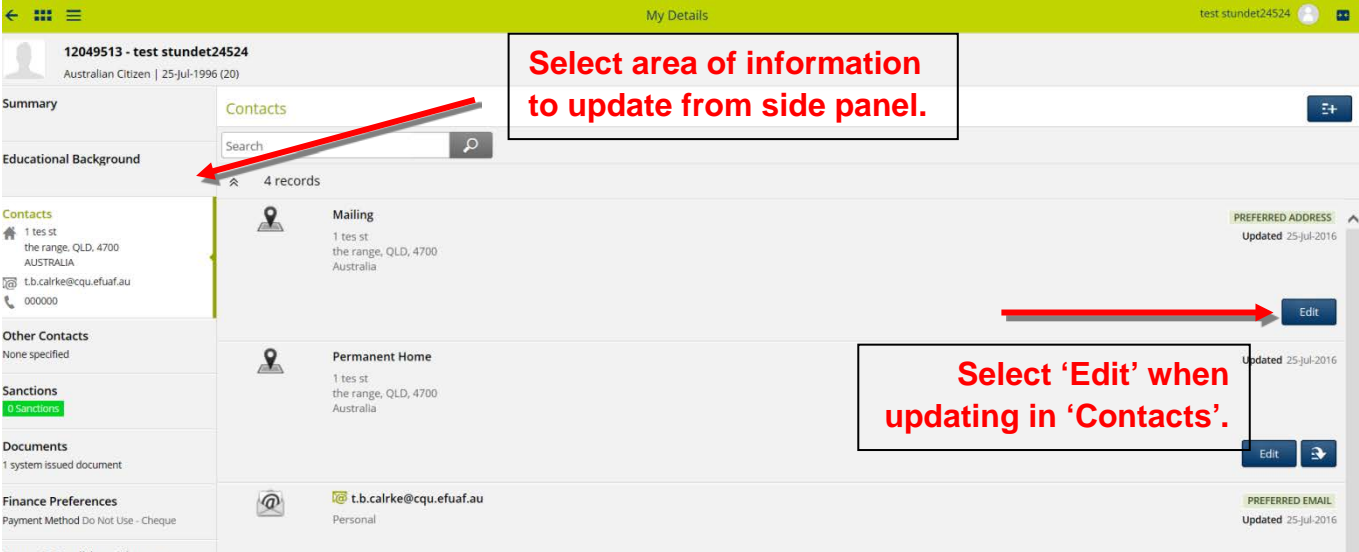
Update your personal information

To update your personal details, log in to mycentre.cqu.edu.au with your student number and password. Then select 'My Details' from the home page selection menu.



From the 'My Details' screen, use the side navigation panel to select which area of information you wish to update. The different areas include:

1. **Summary:** Name, citizenship status, cultural details.
2. **Educational Background:** Previous study details, English language test results, employment details, and parent/Guardian Education.
3. **Contacts:** Your personal contact information including mail address, email, and mobile phone number.
4. **Other contacts.**



The screenshot shows the 'My Details' page for a student. A red arrow points from the 'Contacts' section in the side navigation panel to the main content area. A red box highlights the 'Contacts' section in the side panel with the text: "Select area of information to update from side panel." Another red arrow points from the 'Edit' button in the 'Contacts' section to a red box with the text: "Select 'Edit' when updating in 'Contacts'".

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 (see previous screenshot) and click the blue 'Save' button when you are done.

Once you press 'Save', your details are automatically updated and a green 'Saved' icon will appear in the right hand side of the green header bar.

