Self-Enrolment: Personal Details

Why do I need to check and update my personal details?
The personal details page contains information that is specific to you as a student and your identity. You can update some information as a student, for example, your preferred name. It is important you check the information on this page to ensure we have your information correct. Doing this will ensure our data and business processes are correct.

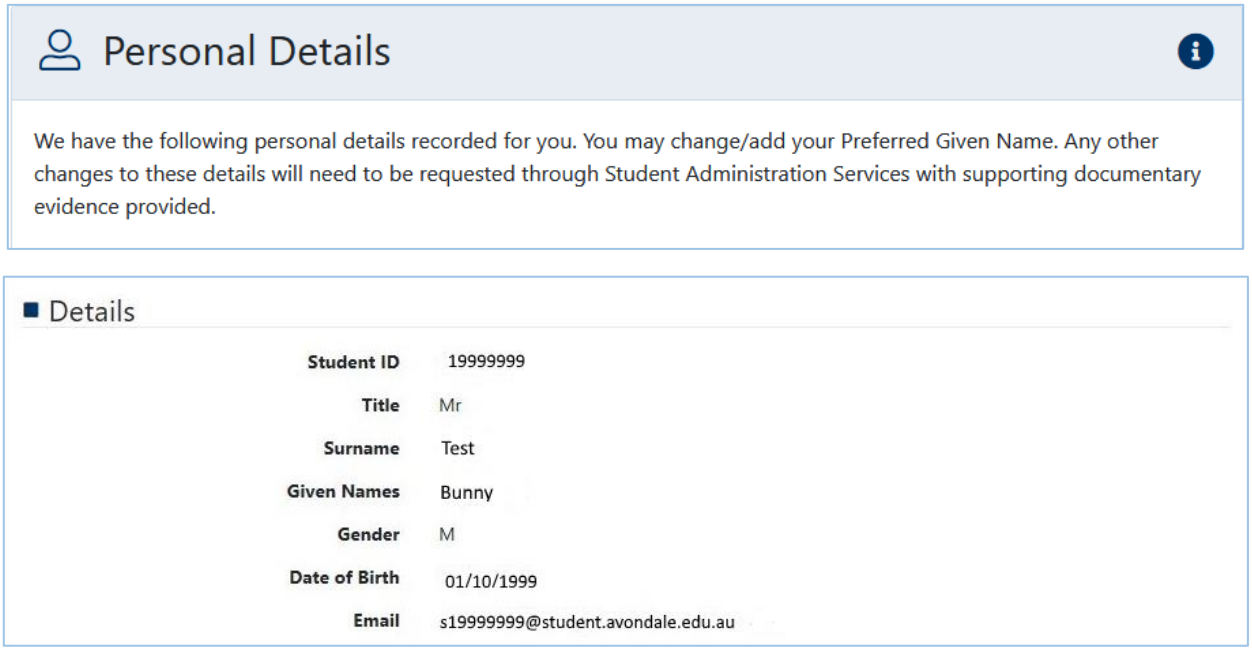
How do I update my Personal Details?

Step 1: Review my Personal Details Information

Please review the information on this page to ensure your personal information is correct within our database.

Step 2: Request your Personal Details be updated via Phone or Email

If any of the following information is incorrect on the Personal Details page contact Student Administration Services phone: +61 2 4980 2377 or email: studentadmin@avondale.edu.au. Depending on the change requested, documentary evidence may be required as evidence.



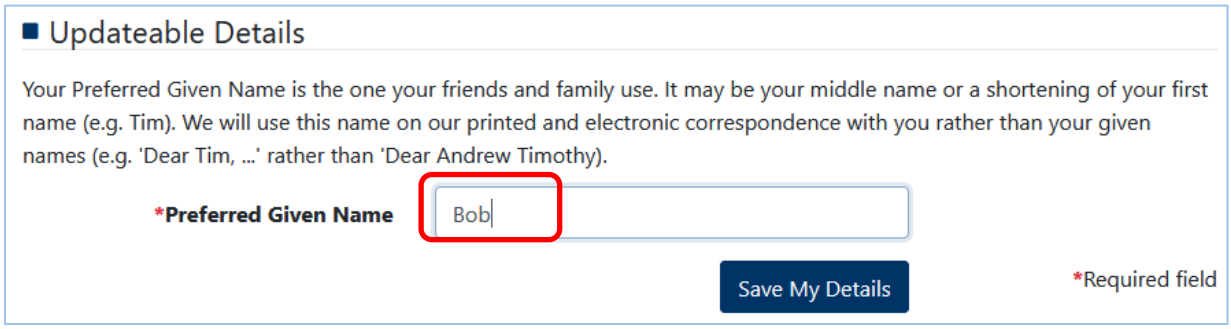
How do I update my Preferred Name?

You can update the name you would prefer to be called. Your preferred name is used on some printed and electronic correspondence.

	Preferred Names: If your birth or official name is "Hammond John Smith' but you prefer people to call you 'John' you can update your name here. PLEASE DO NOT use nicknames as this information is used in other areas of the business. .

Step 1: Enter your Preferred Name

In the field “Preferred Given Name”, enter your name



Step 2: Save your Preferred Name

To save the record select the ‘Save My Details’ or the ‘Save &Continue’ button.

Sample:

