

## Viewing And Updating Your Student Details

Once you have navigated to your student profile from the *PROFILE* menu item in the header menu, you are able to access and update your details.

When updating your student details you must show care when merging a profile or changing your email address. Your student email address is used to log into the system and when changed you will need to remember that this is the email address you use to login to the Training Desk system.

## Steps For Viewing And Updating Your Student Details

1. Log into Training Desk and ensure you are in your Student Profile
2. Select the *PROFILE* option in the header of the screen
3. Ensure you are on the *DETAILS* tab, there are two sub sections to the details tab, *ACCOUNT* and *AVETMISS*.  
Navigate to the desired area.
4. Click the green "Edit Details" button in the appropriate section
5. View and update your details
6. Click save changes

The screenshot shows a modal window titled "Contact Details" with a close button (X) in the top right corner. The form is divided into sections: "Contact Details" (with sub-sections "Landline number" and "Mobile number"), "Email", and "Address details". The "Landline number" field is empty, the "Mobile number" field contains "0409899864", and the "Email" field is empty. The "Address details" section has a text input field with the placeholder "ENTER AN ADDRESS". At the bottom of the form is a green button labeled "SAVE CHANGES".

**Please Note:** If attempting to update an email address to an address that is already linked to another profile the student will either need to use an alternative email address or contact the Training Partner to resolve the issue.

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