

Staff Services Online

Personal Details - Update

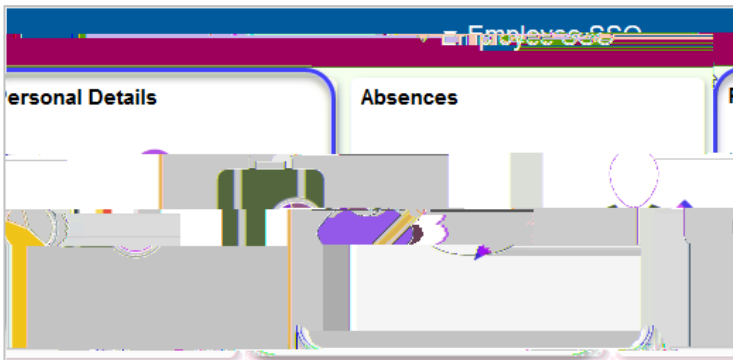
Introduction

This guide assists Staff to update their Personal details on Staff Services Online.

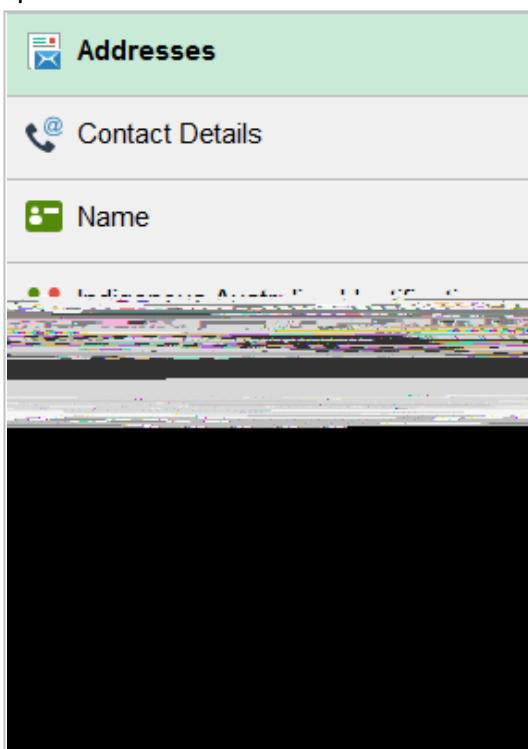
Procedure

Log into SSO

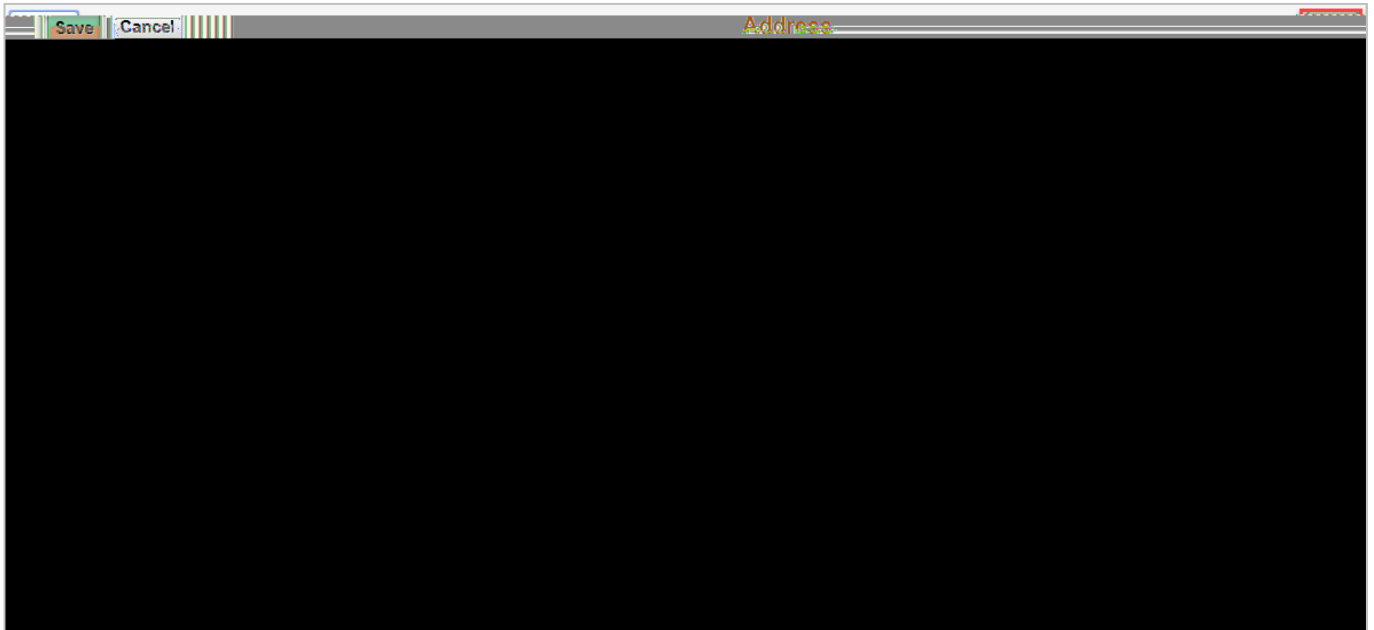
1. Click on the Personal Details tile.



Navigate to the menu as shown below and select the type of information that needs to be updated:



Update the mailing address fields and 'Save'



Contact details:

Click the > sign, update the Phone details, and 'Save'

Contact Details

Please provide a personal email address if you have not done so already. [Click here to add a personal email address.](#)

Phone

Type	Preferred	Number	Extension
Mobile	<input checked="" type="checkbox"/>	<input type="text" value="61450595705"/>	

Phone

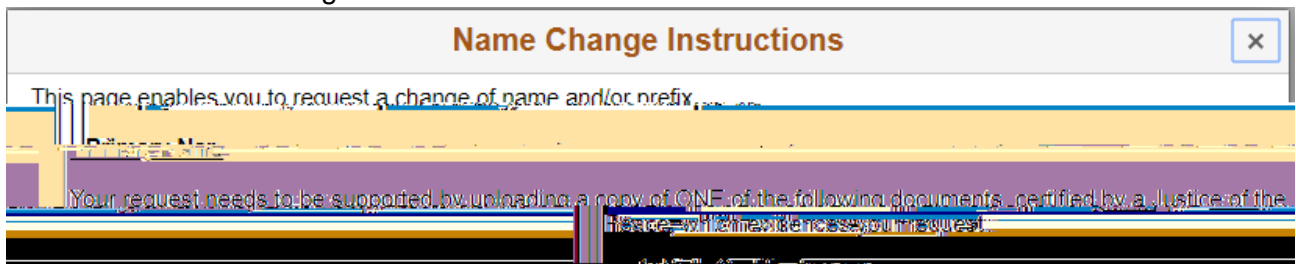
Type:

Preferred:

Number:

Extension:

Please note the following related to attachments:



Preferred Name :

If you need to make any changes to your preferred name, please send an email to: hrrservicecentre@adelaide.edu.au

Indigenous Australian Identification

Click the > sign

Indigenous Australian Identification
Nominate one of the following: Australian Aboriginal ; Aboriginal and Torres Strait Islander ; Other or Torres Strait Islander.

+
Other

>

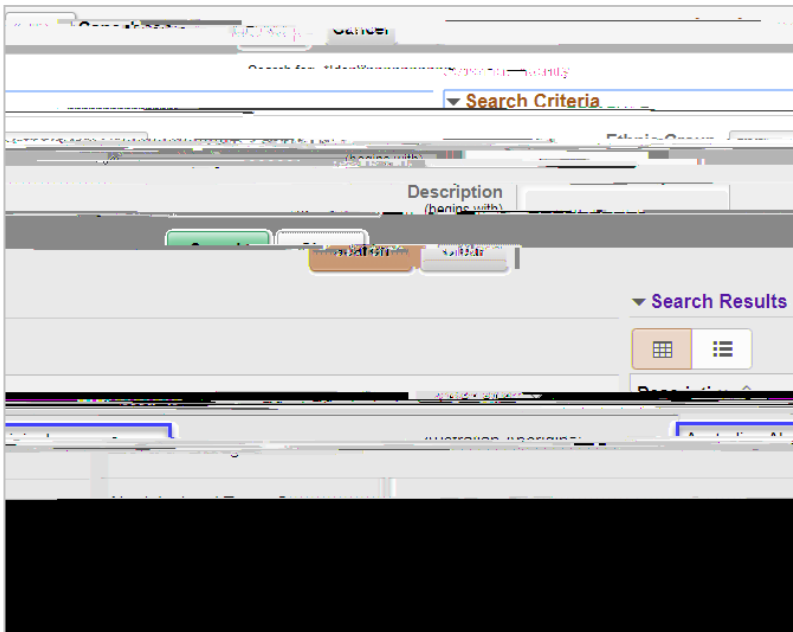
Click on the lookup icon

Indigenous Australian Identification

*Identity Other

Q

Select the appropriate option, and 'Save'.



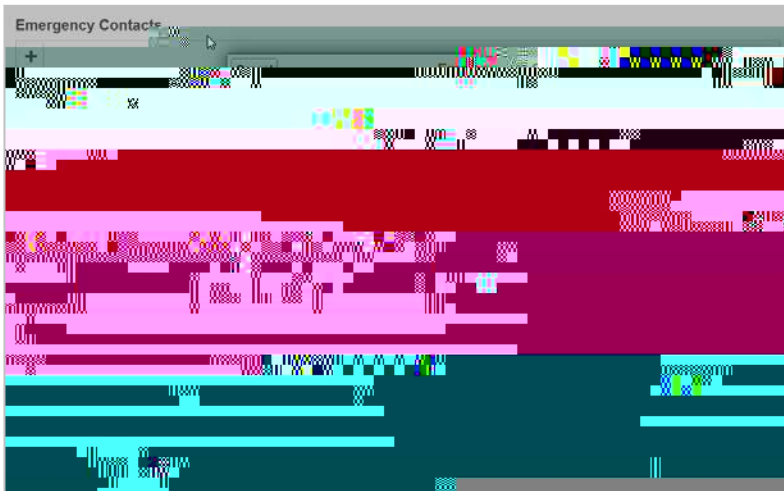
Emergency Contacts:

Click the > sign

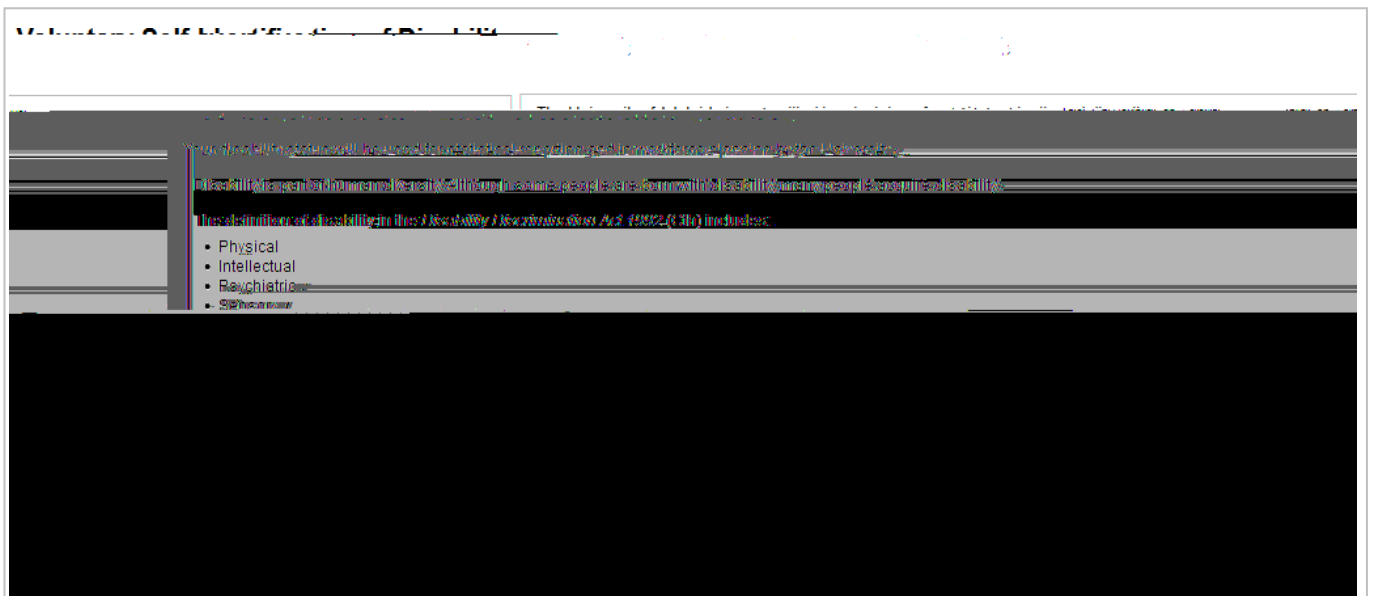
Emergency Contacts			
Contact Name	Relationship	Preferred	
[Redacted]	Spouse	<input checked="" type="checkbox"/>	<input type="button" value=">"/>

Update the fields: Contact Name, Relationship, Check the box if this is your preferred contact, Address and Phone no. and click 'Save'.

To delete an existing emergency contact click on 'Delete', you will be prompted with the following message, click 'Yes' and 'Save'.



Disability :
Please check the appropriate box and 'Submit'.



Please click [Citizenship Details](#) to open the step by step guide

Please click [Visa Details](#) to open the step by step guide