

Staff Services Online Personal Details - Update

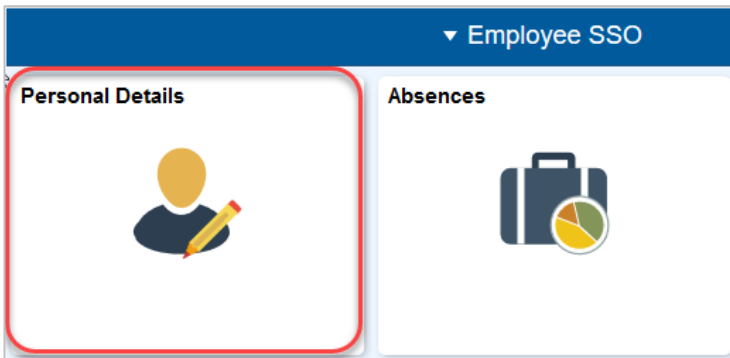
Introduction

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

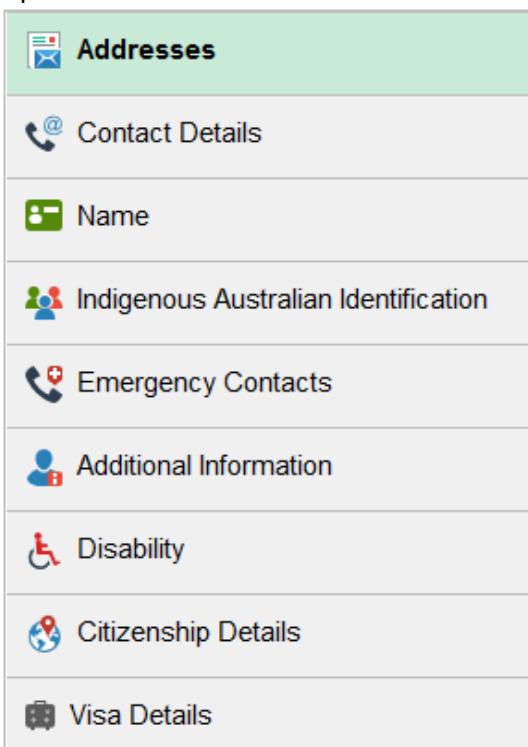
Procedure

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:




Address:

Click the > sign, update the Address details, and 'Save'.

Addresses

Note
If you are an international student as well as a staff member, your 'Home' address must be your overseas (non Australian) address.

Home Address

	Current	>
---	---------	---

Mailing

No data exists.

[Add Mailing Address](#)

[Cancel](#) **Address** [Save](#)

Employee Instruction
To save Australia addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of

Address Type Home

Country

Address 1

Address 2

Address 3

Address 4

City

State

Post Code


Add Mailing Address:

Click on Add Mailing Address:

Addresses

Note
If you are an international student as well as a staff member, your 'Home' address must be your overseas (non Australian) address.

Home Address

	Current	>
---	---------	---

Mailing

No data exists.

[Add Mailing Address](#)

Update the mailing address fields and 'Save'

Cancel
Address
Save

Employee Instruction

To save Australia addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of

Address Type Mailing

Country

Address 1

Address 2

Address 3

Address 4

City

State

Post Code

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.

Phone

+

Number	Extension	Type	Preferred
61450595705		Mobile	✓

>

Cancel
Phone Number
Save

Type

Preferred

Number

Extension

Delete

Email :

Please note Campus email is defaulted to 'Preferred' and hence cannot be edited.

Home email address: Click the > sign, update the Email details, and 'Save'.

Email

+

Email Address	Type	Preferred
[redacted]@adelaide.edu.au	Campus	✓
[redacted]@hotmail.com	Home	

Email Address

Cancel Save

Email Type: Home

Preferred:

Email Address: [redacted]@hotmail.com

Delete

Change Name:

Click the > sign, update the relevant Name fields, attach the certified supporting document and 'Save'.

Name

Primary Name

Sophia Carson Current

Primary Name

Cancel Save

Change As Of: [calendar icon]

Name Prefix: [dropdown]

*First Name: [text input]

Middle Name: [text input]

*Last Name: [text input]

Name Suffix: [dropdown]

Display Name: [text input]

Formal Name: [text input]

Name: [text input]

Attachments

Please note the following related to attachments:

Name Change Instructions ×

This page enables you to request a change of name and/or prefix.

Primary Name

Your request needs to be supported by uploading a copy of ONE of the following documents, certified by a Justice of the Peace, which evidences your request:

1. Birth Certificate
2. Passport
3. Marriage Certificate
4. Certificate of Change of Name, issued by the Principal, Registry Office or Births, Deaths and Marriages
5. An official Hong Kong or Singapore Government ID card for citizens of those countries

Please note:

- Changes to your name will affect your staff e-mail address.
- Human Resources will notify UniSuper of your name change.

Prefix

A prefix change to 'Dr' requires supporting documentation to be uploaded as evidence of your qualification.

Preferred Name

Requests for a **preferred** first name for your staff e-mail address can be submitted to hrrservicecentre@adelaide.edu.au
Please note: Changes cannot be made to your last name. Any change to your e-mail address is at the discretion of the University.

Preferred Name:

If you need to make any changes to your preferred name, please send an email to:

hrrservicecentre@adelaide.edu.au

Changes cannot be made to your last name.

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 🔍

Select the appropriate option, and 'Save'.

Cancel Lookup

Search for: *Identity

▼ Search Criteria

Ethnic Group (begins with)

Description (begins with)

Search Clear

▼ Search Results

Grid List

Description ▾

Australian Aboriginal
Aboriginal and Torres Strait Islander
Other
Torres Strait Islander

Emergency Contacts:

Click the > sign

Emergency Contacts

+

Contact Name	Relationship	Preferred	
<input type="text"/>	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'.

Cancel Emergency Contact Save

*Contact Name

*Relationship Spouse ▾

Preferred

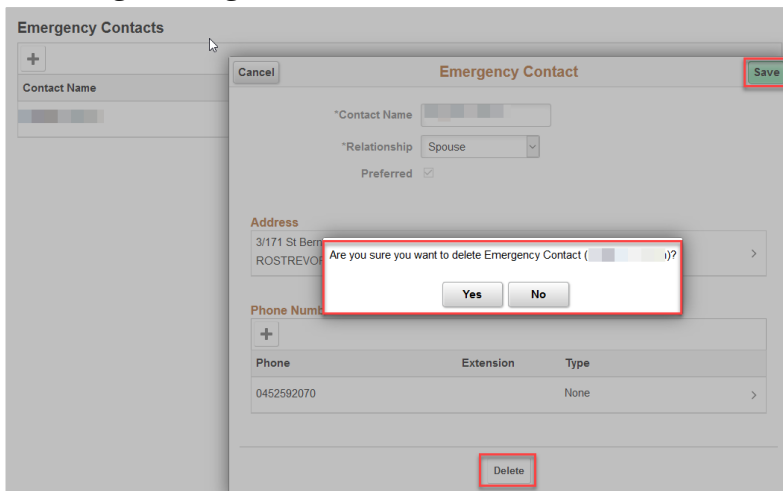
Address

Phone Numbers

Phone	Extension	Type
<input type="text"/>		None

Delete

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'.

Voluntary Self-Identification of Disability

The University of Adelaide is committed to principles of equal opportunity and diversity.
Your disability status will be used for statistical reporting and in workforce planning by the University.
Disability is part of human diversity. Although some people are born with disability, many people acquire disability.
The definition of disability in the *Disability Discrimination Act 1992* (Cth) includes:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological, and
- Learning disabilities, as well as
- Physical disfigurement, and
- The presence in the body of disease-causing organisms.

Please select one of the below and click 'Submit':

- Yes, I currently have a disability
- No, I don't currently have a disability

Submit

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

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