Staff Services Online
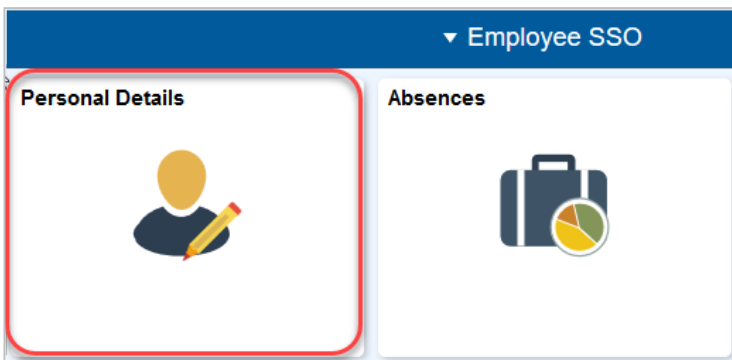# Personal Details - Update

Introduction

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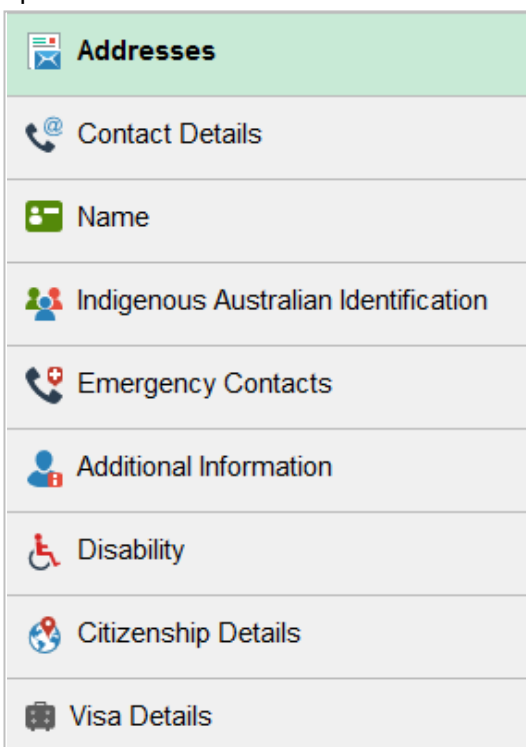
Procedure

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	Australia 🔍
Address 1	▓▓▓▓
Address 2	
Address 3	
Address 4	
City	▓▓▓▓
State	South Australia 🔍
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'

Contact details:

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

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**
█████████@adelaide.edu.au	Campus	✓
████r@hotmail.com	Home	**>**

Cancel	**Email Address**	**Save**

Email Type   Home ▾

Preferred   ☐

Email Address   [██████ @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	**>**

Cancel	**Primary Name**	Save

ⓘ

Change As Of   [████████ 🗓]

Name Prefix   [██████ ▾]

*First Name   [S██]

Middle Name   [   ]

*Last Name   [██ █]

Name Suffix   [▾]

Display Name

Formal Name

Name

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. Marriage Certificate
3. Certificate of Change of Name, issued by the Principal, Registry Office or Births, Deaths and Marriages

In addition, ONE of the following is required as supporting photo ID:

1. Passport
2. Drivers Licence
3. 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 hrservicecentre@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: hrservicecentre@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

Cancel   **Indigenous Australian Identification**   Save

*Identity Other   🔍

Delete

Select the appropriate option, and 'Save'.

Emergency Contacts:

Click the **>** sign

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 exisiting emergency contact click on 'Delete', you will be prompted with the following message, click 'Yes' and 'Save'.
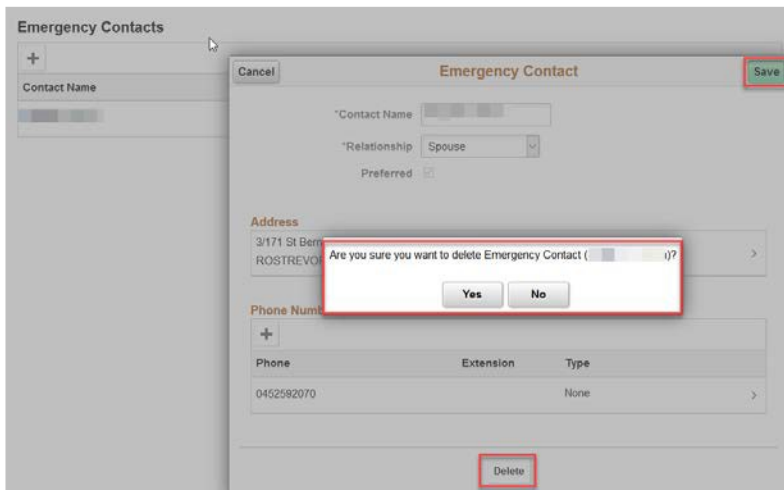
Disability:

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