Steps to update your personal contact details

1. Login to your computer and open up your browser to access the internet.

3. The portal login page will display. Enter your DEC* username (e.g. john.citizen1) and password to login.

4. Click. Log In

5. Read the student portal Terms of use and to accept then click Agree.
6. Click on the e-Services link under the e-Services portlet.

7. Log on to Student e-Services using your DEC* username and password

8. You are now logged into Student e-Services

a) Select Student e-Services from the side menu

b) Click Personal Details - your personal information will display

   - Click Edit to change your personal details – phone, email, address
   - Click Submit to submit the changes
   - Click Confirm to change your details - message will display when your details are updated
ONLINE SERVICES
How to update your personal contact details

9. Click Log Off to exit. It is important to close the browser to help ensure the security of your personal information.

Important note
As a student you cannot change your name via e-Services – only Student Administration staff at your campus can do this after you have completed an “Enrolment Adjustment” form.

You will also need to supply original proof of name change e.g. Deed poll, citizenship, birth certificate to change your name.

Department of Education and Communities (DEC) username and password

During enrolment you will receive your Department of Education and Communities (DEC) username and a temporary password. As an enrolled student your username and password gives you access to a range of online services. If you don’t know your username and password, see your teacher or Student Administration at your campus.