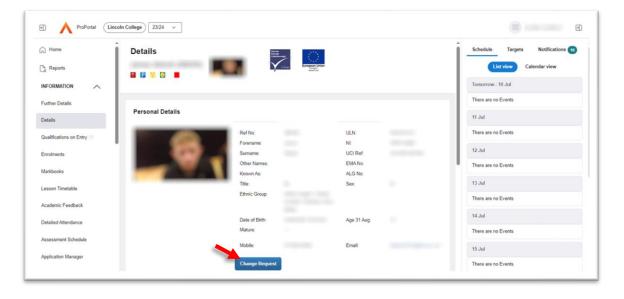
ProPortal Guide: How to update personal details

1. To update your personal details select Information>Details from the menu to the left of the screen:

	coln College 23/24 V		
G Home	Account Details		Schedule Targets Notifications 10
Reports			List view Calendar view
			Tomorrow - 10 Jul
Further Details	Account Details Permission Groups Manage Pas	ssword	There are no Events
Fullifier Details	Password Last Changed:	30/11/2023 15:27:03	
Details	Password Expiry:	Password does not expire	11 Jul
Qualifications on Entry 🕑	Change Password		There are no Events
Enrolments	Current Password:	Current Password	12 Jul
	New Password:	New Password	There are no Events

2. When the page has loaded, click on the blue 'Change Request' button:



3. Fill in the fields which you wish to amend and press Submit:

Field Name Current Change To Sumame	Change To	Current	Field Name
First Forename Other Forenames Known As Date of Birth IttleSelect-			i leiu laune
Other Forenames Known As Date of Birth Ittle			Surname
Known As Date of Birth dd/mm/yyyy TitleSelect-			First Forename
Date of Birth dd/mm/yyyy TitleSelect-			Other Forenames
TitleSelect-			Known As
TitleSelect	dd/mm/yyyy		Date of Birth
SexSelect V			Title
	Select V		Sex
Ethnic Group	Select V		Ethnic Group
NI			NI
Email			Email
Email Mobile Tel			Email

ender	Select	~
ender same as birth sex:	Select	~
onsiders self Trans	Select	~
exual Orientation	Select	~
Parent	Select	~
Carer	Select	~
stranged from Parents	Select	~
arent/Carer in Armed Forces	Select	~
erved in Armed Forces	Select	~
Care Duration	Select	~
efugee Asylum Seeker Status	Select	~
mail Address:		