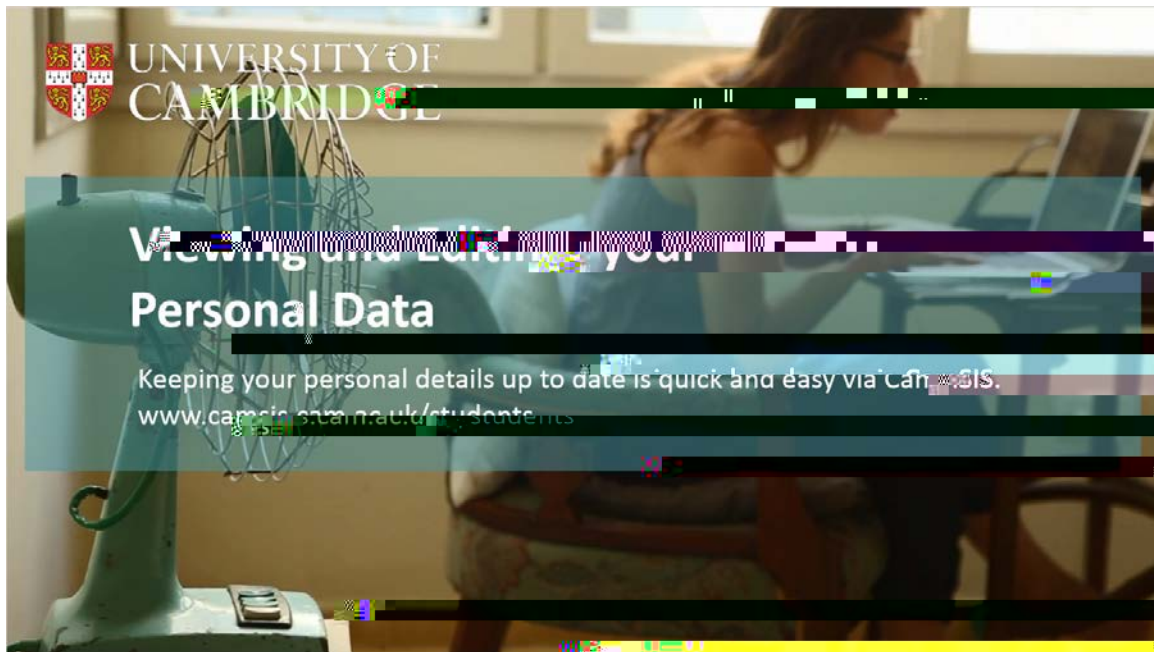


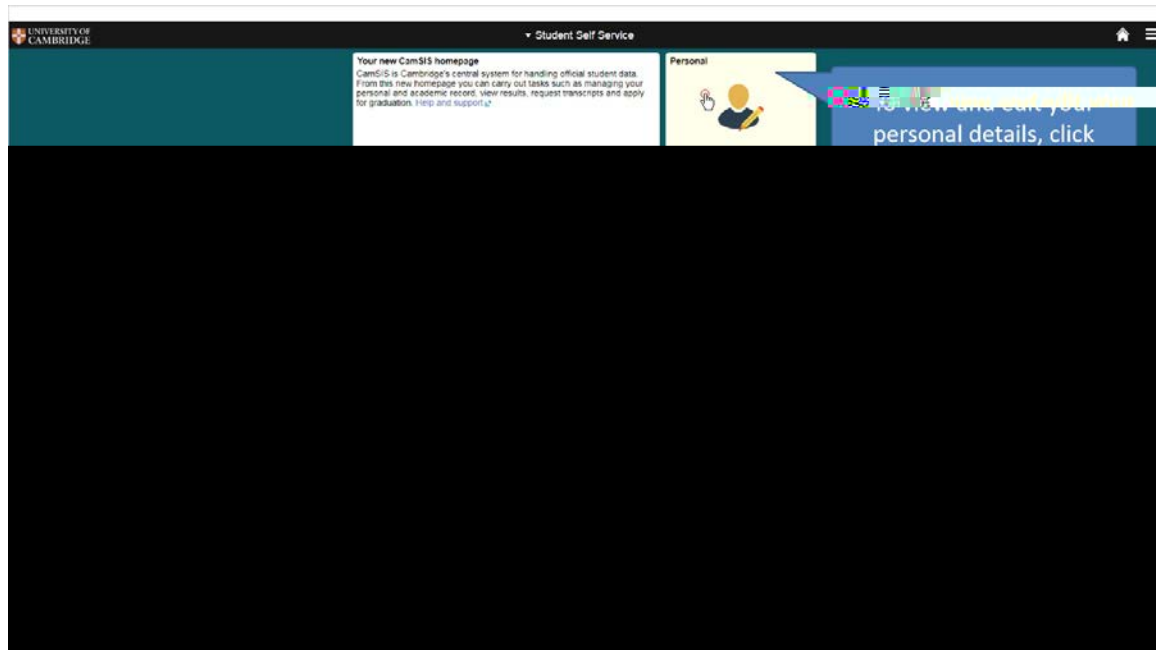
## Personal Tile

### 1. Personal Tile

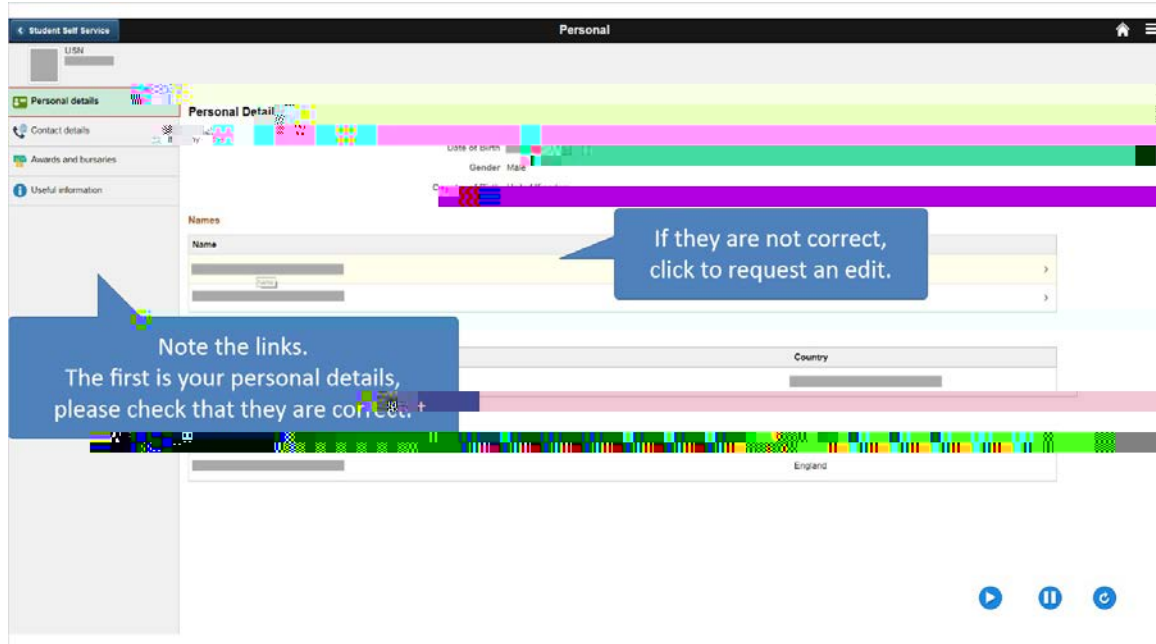
#### 1.1 Viewing and Editing your Personal Data



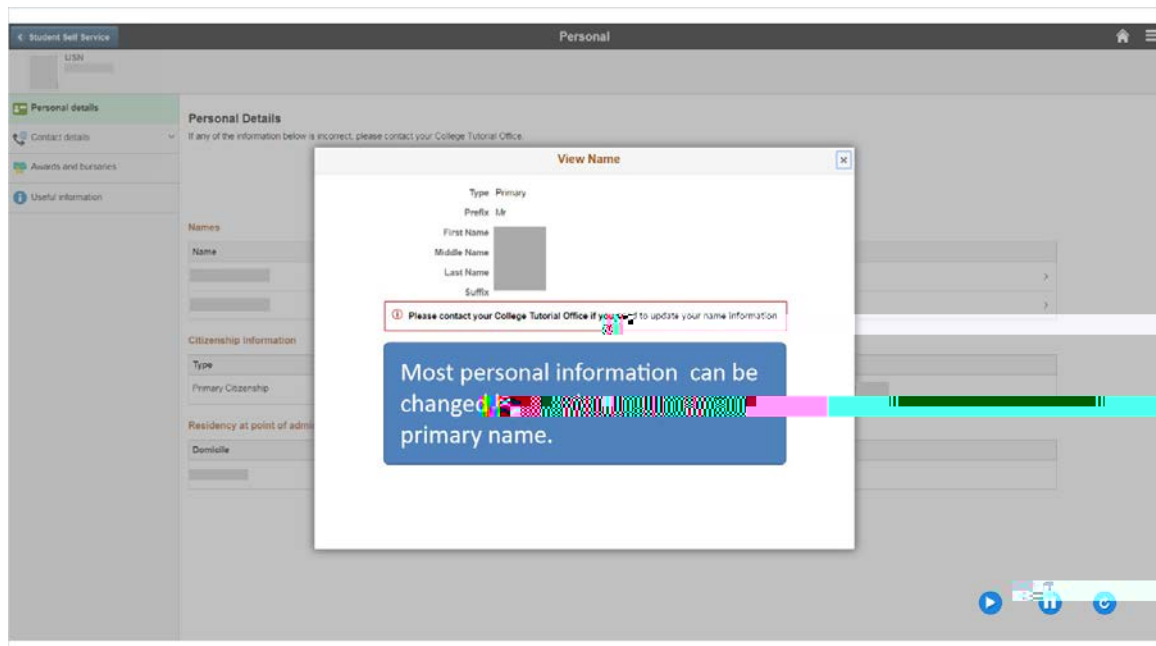
## 1.2 Personal tile



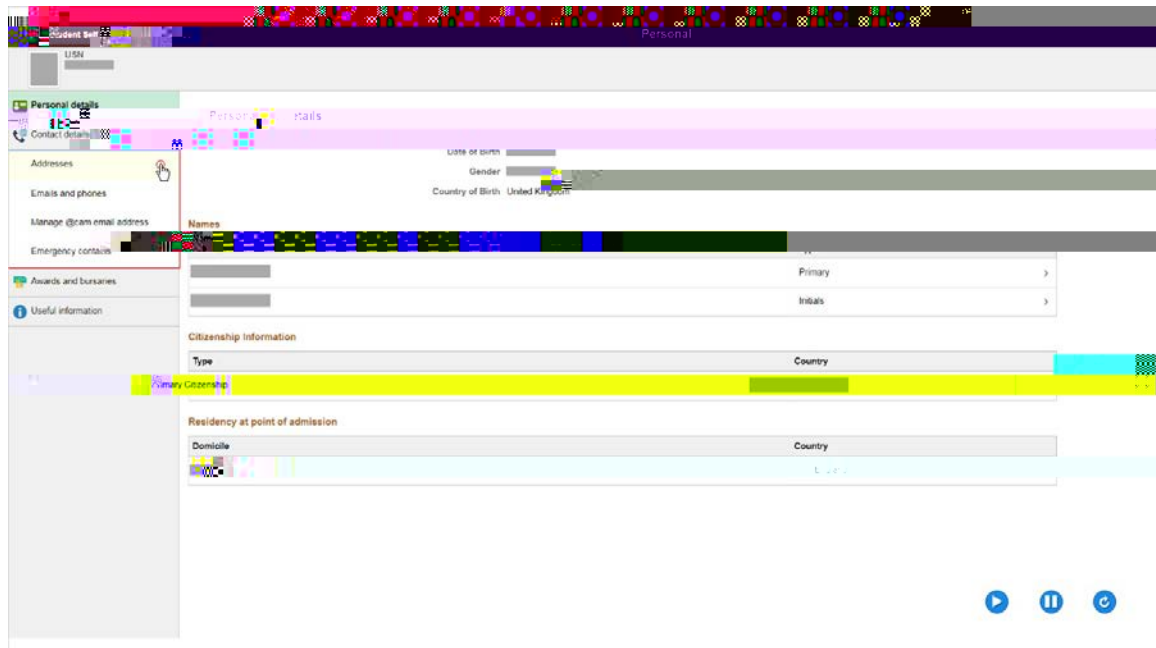
## 1.3 Check/edit Personal details



## 1.4 Request name change



## 1.5 Information that you can change



## 1.6 Your addresses

Home Address is your postal address where we can send mail.  
Mailing Address is where you live during the University term.  
Term Time Address is where you live during the University term.  
First Destination Address is where you live after you graduate.

You can add, amend or delete addresses here.

## 1.7 Add or edit an address

Enter your details and click 'Save'.

## 1.8 Amend email and phone number

Now check your email and phone contact details.

Email	Type	Preferred
edited_email_at_2018-06-17_TsW@automation.com	External	<input checked="" type="checkbox"/>
[redacted]@cam.ac.uk	CRSId	<input type="checkbox"/>
hdhul@cam.ac.uk	First Destination	<input type="checkbox"/>
[redacted]@cam.ac.uk	Other	<input type="checkbox"/>

Phone	Type	Preferred
00000000	Mobile	<input checked="" type="checkbox"/>
[redacted]	[redacted]	<input type="checkbox"/>
00000000	Home	<input type="checkbox"/>

As before, click to amend!

## 1.9 Preferred email address

Note the check box to designate your preferred email address. Enter any changes needed, and click Save.



## 1.12 Add, delete or amend contact

The screenshot shows a web interface for a student self-service portal. The main content area is titled 'Emergency Contacts' and contains a '+ Contact' button. A modal window titled 'Add Contact' is open, displaying a form with the following fields:

- \*Name
- \*Relationship (dropdown menu with options: Other, Father, Father-in-Law, Fu Friend, Foster Child, Foster Daughter, Grandchild, Grandparent, Grandmother, Great Grand Parent, Great Grandchild, In-Law, Mother, Mother-in-Law, Neighbor, Nephew, Niece)
- Primary Address
  - \*Address Line 1
  - Address Line 2
  - Address Line 3
  - City
  - Country
  - Post Code
- Primary Phone Number
  - Country Code
  - \*Phone Number
  - Extension
- Other Phone Numbers

A blue callout box with white text says: "You can add, delete or amend the details of an existing contact." The interface includes a left-hand navigation menu with options like 'Personal details', 'Contact details', 'Addresses', 'Emails and phones', 'Manage @cam email address', 'Emergency contacts', 'Awards and bursaries', and 'Useful information'. The top bar shows 'Student self service' and 'Personal'.

## 1.13 Awards and bursaries

The screenshot shows the 'Awards and bursaries' page in a student self-service portal. The page displays a message: "This page shows the details of any awards or bursaries that you have received whilst studying at the University. If any of them are incorrect or missing please contact your College Tutorial Office for assistance." Below this message, a red warning icon is followed by the text: "You don't have any awards or bursaries recorded on the system." A blue callout box with white text says: "If you have any awards or bursaries recorded on the system, you can view them here." The left-hand navigation menu is visible, with 'Awards and bursaries' highlighted. The top bar shows 'Student self service' and 'Personal'. The bottom right corner of the page has navigation icons for play, pause, and refresh.

## 1.14 Useful information

The screenshot shows the 'Student Self Service' interface. The top navigation bar includes 'Student Self Service' and 'Personal'. A left-hand menu lists various service categories: Personal details, Contact details, Addresses, Emails and phones, Manage @cam email address, Emergency contacts, and Useful information. The 'Useful information' section is active, displaying a list of resources and website links. Two blue callout boxes are overlaid on the page: one on the left pointing to the 'Useful information' menu item with the text 'Lastly, there is a page for useful information. From time to time this will be updated.', and one on the right pointing to a house icon in the top right corner with the text 'Click the house button to return to your Home Page.' The 'Useful information' content includes sections for 'resources' (Email (Hermes), Wireless internet and eduroam), 'Website links' (Accommodation Service, Career advisers, Cambridge Students, Childcare Office, Disability Resource Centre (DRC), University map), and 'Students' Union (CUSU) Advice Service'.

## 1.15 Thank you

