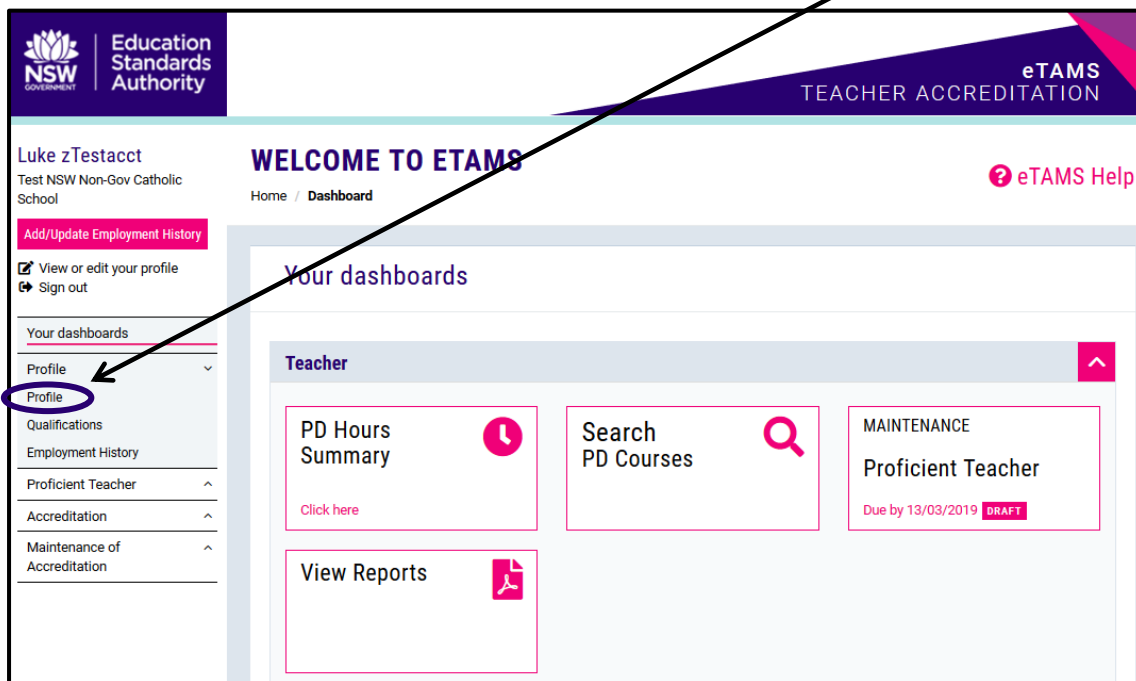**NSW Education Standards Authority**

eTAMS Visual Guide

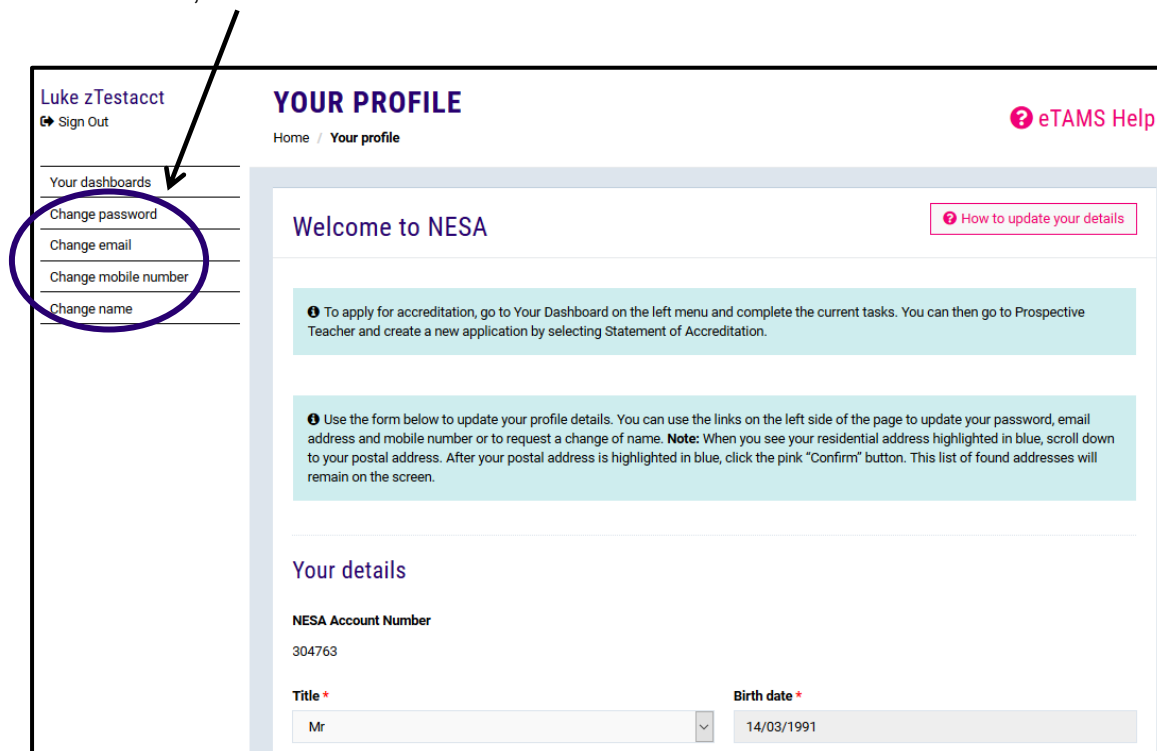## How to change your details

- How to change your password
- How to change your email address
- How to change your mobile number
- How to change your name

When logged in to eTAMS follow these steps:

1. From Your dashboard click on **_'Profile'_** and then click on **_'Profile'_**.

2. On the **_'Your Profile'_** page select which details you want to change - your password, email, mobile number or name.

How to change your password

1. Click **'Change Password'** to update your password.

2. Enter your current password and then enter and confirm your new password in the comment boxes. When finished click the **'Change password'** button.

How to change your email address

1. Click **‘Change email’** to update your email address.

2. Enter your updated email address in the comment box and click the **‘Change and confirm email’** button.

3. Click the *'Confirm email address'* button. An email will then be sent to your email address. You will need to check your email and follow the prompts to confirm your new email address.

Welcome to NESA

❓ How to update your details

⚠ You must confirm your email and mobile number and also complete your profile before you can use the eTAMS website.   ✕

⚠ Your email address requires confirmation.   ✉ Confirm email address

ℹ To apply for accreditation, go to Your Dashboard on the left menu and complete the current tasks. You can then go to Prospective Teacher and create a new application by selecting Statement of Accreditation.

ℹ Use the form below to update your profile details. You can use the links on the left side of the page to update your password, email address and mobile number or to request a change of name. **Note:** When you see your residential address highlighted in blue, scroll down to your postal address. After your postal address is highlighted in blue, click the pink "Confirm" button. This list of found addresses will remain on the screen.

4. Once you confirm your email address by following the prompts in the email you will see the below confirmation message in your eTAMS account.

Welcome to NESA

❓ How to update your details

✔ Your email has been confirmed successfully.   ✕

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ℹ Use the form below to update your profile details. You can use the links on the left side of the page to update your password, email address and mobile number or to request a change of name. **Note:** When you see your residential address highlighted in blue, scroll down to your postal address. After your postal address is highlighted in blue, click the pink "Confirm" button. This list of found addresses will remain on the screen.

How to change your mobile number

1. Click **'Change mobile number'** to update your mobile phone number.

YOUR PROFILE
Home / Your profile

Luke zTestacct
➔ Sign Out

- Your dashboards
- Change password
- Change email
- Change mobile number
- Change name

@ eTAMS Help

Welcome to NESA

@ How to update your details

ⓘ To apply for accreditation, go to Your Dashboard on the left menu and complete the current tasks. You can then go to Prospective Teacher and create a new application by selecting Statement of Accreditation.

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Your details

NESA Account Number

304763

Title *	Birth date *
Mr	14/03/1991

2. Enter your updated mobile number in the comment box and click the **'Confirm number'** button.

Change mobile phone number

Your mobile number *

📱 Confirm number

3. Once you have confirmed your mobile number a security code will be sent by text message to your mobile phone. Enter the security code in the comment box and click the **'Verify'** button.

Verify mobile phone number

Enter code

▌ Enter the security code that was sent to your mobile number.

Verify

How to change your name

1. Click **‘Change name’** to update your name and date of birth.

2. Enter your updated name/s in the comment boxes, then click the **‘Upload Evidence’** button.

3. Click the **'Browse'** button to select relevant supporting documents from your device. Click the **'Upload document'** button to upload the selected documents.

4. Click the **'Submit'** button to confirm the changes.