

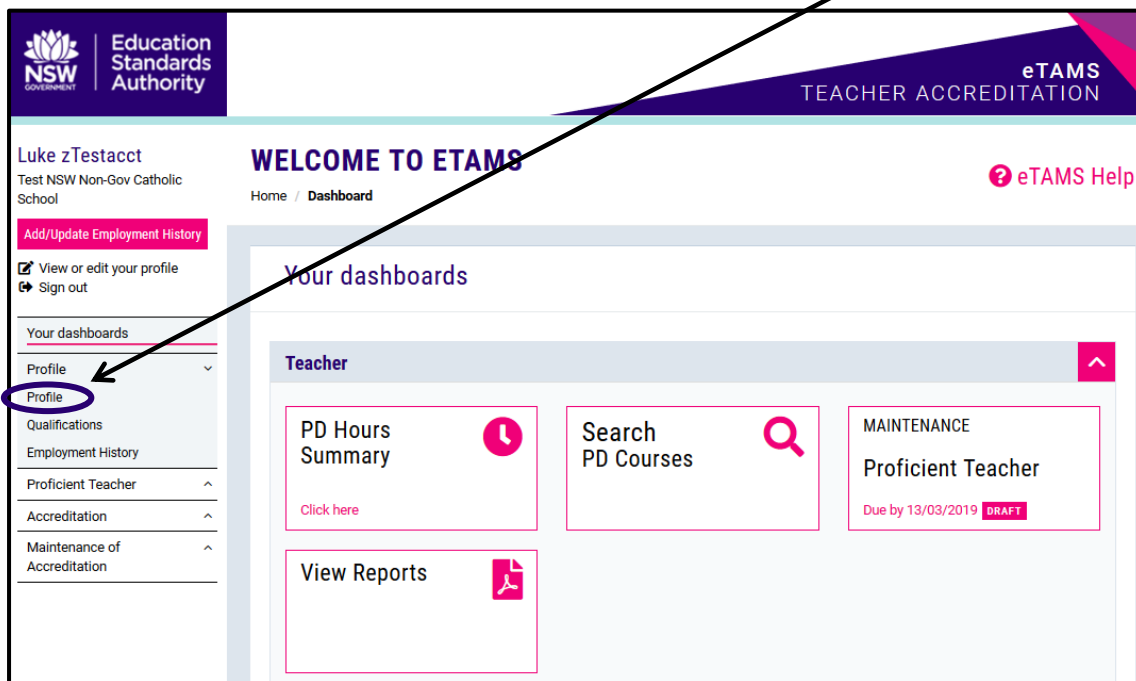
## eTAMS Visual Guide

### How to change your details

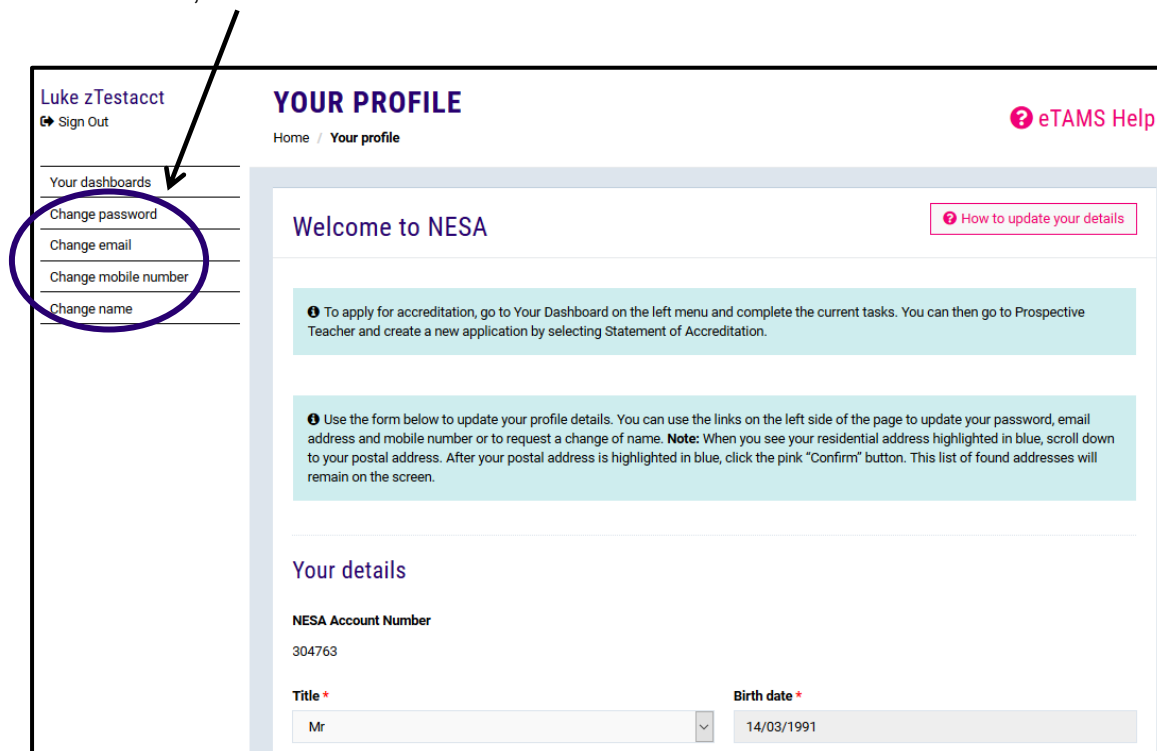
- How to change your password
- How to change your email address
- How to change your mobile number
- How to change your name

**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.

LUKE zTestacct  
Sign Out

**YOUR PROFILE**  
Home / Your profile

eTAMS Help

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

Welcome to NESAs [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.

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.

**Your details**

NESAs Account Number  
304763

Title \* Birth date \*  
Mr 14/03/1991

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

Change password [How to change your password](#)

NESAs Account Number 304763

Current password \*  
.....

New password \*  
.....

Confirm new password \*  
.....

**Change password**

## How to change your email address

1. Click '**Change email**' to update your email address.

YOUR PROFILE

Home / Your profile

Sign Out

Change email

Change password

Change mobile number

Change name

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.

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.

Your details

NESA Account Number

304763

Title \*

Mr

Birth date \*

14/03/1991

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

Change email address

Enter new email address \*

Change and confirm email

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.

The screenshot shows the 'Welcome to NESAs' page. At the top right, there is a pink button labeled 'How to update your details'. Below the header, there are three informational boxes. The first is a purple box with a warning icon and the text: 'You must confirm your email and mobile number and also complete your profile before you can use the eTAMS website.' The second is a purple box with a warning icon and the text: 'Your email address requires confirmation.' To the right of this text is a pink button with an envelope icon and the text 'Confirm email address', which is circled in blue. The third is a light blue box with an information icon and text: '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.' Below this is another light blue box with an information icon and text: '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.

The screenshot shows the 'Welcome to NESAs' page after successful email confirmation. At the top right, there is a pink button labeled 'How to update your details'. Below the header, there are three informational boxes. The first is a green box with a checkmark icon and the text: 'Your email has been confirmed successfully.' This box is circled in blue. The second is a light blue box with an information icon and text: '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.' The third is a light blue box with an information icon and text: '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

Sign Out

Change mobile number

Welcome to NESAs

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.

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.

Your details

NESA Account Number  
304763

Title \* Mr Birth date \* 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.

Luke zTestacct  
Sign Out

**YOUR PROFILE**  
Home / Your profile

eTAMS Help

Welcome to NESAs [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.

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.

**Your details**

NESA Account Number  
304763

Title \* Birth date \*  
Mr 14/03/1991

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

**Change name and date of birth**

Complete the form below and then click the Upload Evidence button to provide evidence to support your change of name application.

First name \*  
Middle name  
Last name \*  
Date of birth \*

Upload Evidence

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

### Upload Supporting document

**i** Any supporting documentation for your application must be certified (e.g., signed by a Justice of the Peace).

**File Name \***

**Choose a document to attach. \***  
Browse... No file selected.

[< Back](#) [Upload document](#)

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

### Change Name and DOB

**✔** Attached file uploaded successfully .

#### Details

**First Name \***

**Middle Name**

**Last Name \***

**Birth Date \***  
28/03/2019

[Upload Evidence](#) [Submit](#)

#### List of supporting documents uploaded

File Name	User	Created On	
Marriage certificate	Luke zTestacct	28/03/2019	<a href="#">DELETE FILE</a>