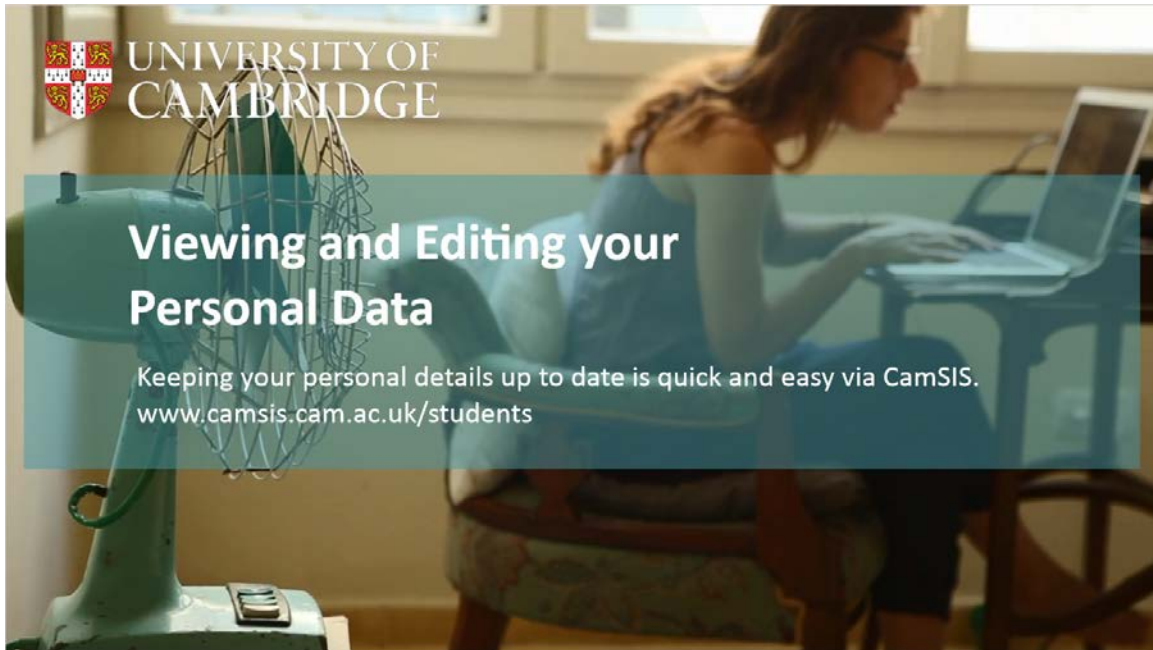


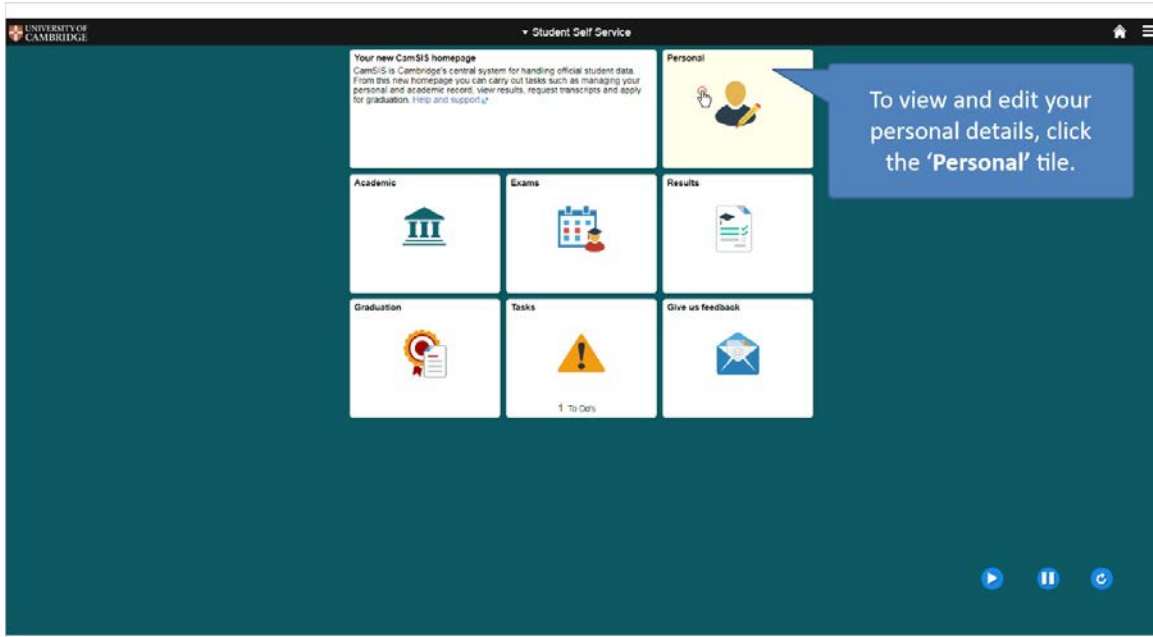
Personal Tile

1. Personal Tile

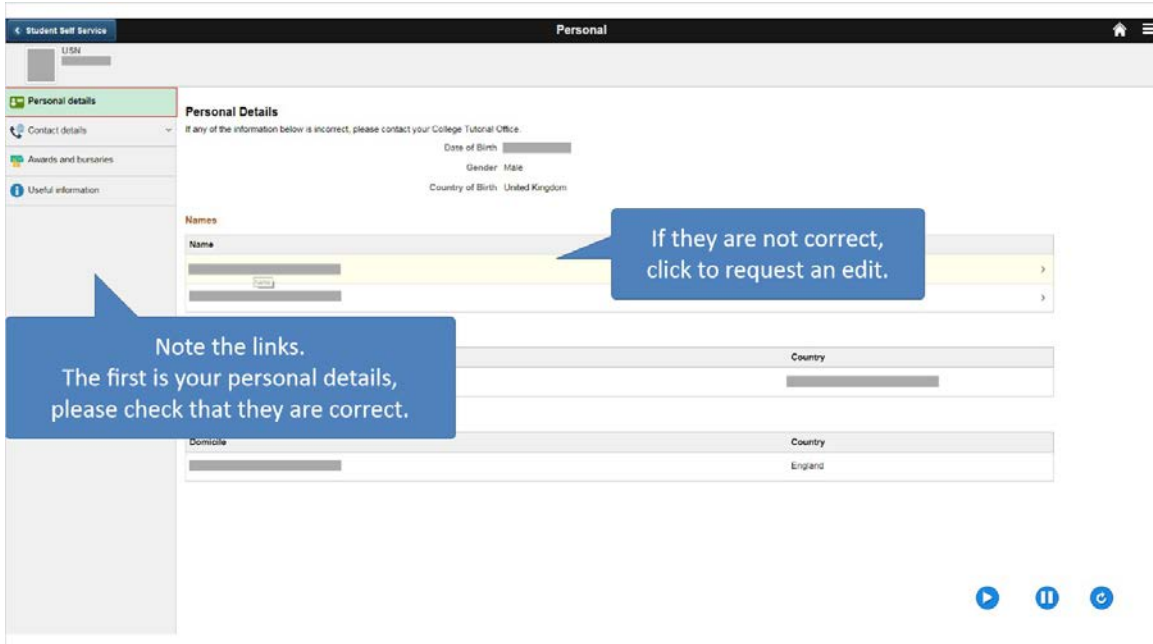
1.1 Viewing and Editing your Personal Data



1.2 Personal tile



1.3 Check/edit Personal details



1.4 Request name change

The screenshot shows the 'Personal' page in the Student Self Service system. A modal window titled 'View Name' is open, displaying the following information:

- Type: Primary
- Prefix: Mr
- First Name: [Redacted]
- Middle Name: [Redacted]
- Last Name: [Redacted]
- Suffix: [Redacted]

Below the name fields, a red-bordered box contains the text: "Please contact your College Tutorial Office if you need to update your name information". A large blue box below that contains the text: "Most personal information can be changed by you, but not your primary name." The background page shows sections for 'Names', 'Citizenship Information', and 'Residency at point of admission'.

1.5 Information that you can change

The screenshot shows the 'Personal' page in the Student Self Service system. The 'Addresses' menu item in the left sidebar is highlighted. The main content area displays the following information:

- Date of Birth: [Redacted]
- Gender: [Redacted]
- Country of Birth: United Kingdom

The 'Names' section contains a table with the following data:

Name	Type
[Redacted]	Primary
[Redacted]	Initials

The 'Citizenship Information' section contains a table with the following data:

Type	Country
Primary Citizenship	[Redacted]

The 'Residency at point of admission' section contains a table with the following data:

Domicile	Country
[Redacted]	England

1.6 Your addresses

Home Address

- Home Address is your usual family address.
- Mailing Address is your postal address where we can send mail.
- 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.

Mailing Address

Term Time Address

First Destination Address

1.7 Add or edit an address

Add Address

Type: Home

*From: 18/07/2018

*Country: United Kingdom

Address Line1

Address Line2

Address Line3

City

County

Post Code

Save

Edit your details and click 'Save'.

1.8 Amend email and phone number

Now check your email and phone contact details.

As before, click to amend.

Email	Type	Preferred
edited_email_at_2018-06-17_TsWHQ@automation.com	External	<input checked="" type="checkbox"/>
[redacted]@cam.ac.uk	CRSd	<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]	First Destination	<input type="checkbox"/>
00000000	Home	<input type="checkbox"/>

1.9 Preferred email address

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

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

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

1.10 Your '@cam' email

The screenshot shows the 'Personal' page in Student Self Service. The left sidebar has 'Emails and phones' selected. The main content area is titled 'Contact Details' and contains two tables. The first table is for 'Email' and the second is for 'Phone'. A blue callout box points to the 'Manage @cam email address' link in the sidebar.

Email	Type	Preferred
edred_email_at_2018-06-17_TsWHQ@automation.com	External	✓
	CRSId	
	First Destination	
	Other	

Phone	Type	Preferred
00000000	Mobile	✓
	First Destination	
00000000	Home	

Manage your @cam email here. This link sends you to another web page.

1.11 Emergency contacts

The screenshot shows the 'Personal' page in Student Self Service. The left sidebar has 'Emergency contacts' selected. The main content area is titled 'Emergency Contacts' and contains a table with columns for 'Contact', 'Phone', and 'Preferred'. A blue callout box points to the 'Emergency contacts' link in the sidebar.

Contact	Phone	Preferred
		✓
	00000000	

View and amend your emergency contacts here.

1.12 Add, delete or amend contact

The screenshot shows the 'Add Contact' dialog box in the Student Self Service system. The dialog box is titled 'Add Contact' and has a 'Cancel' button on the left and a 'Save' button on the right. It contains the following fields:

- *Name: [Text input field]
- *Relationship: [Dropdown menu with options: Other, Father, Father-in-Law, Fu Friend, Foster Child, Foster Daughter, Foster Son, Friend, Grand Parent, Grandchild, Grandfather, Grandmother, Great Grand Parent, Great Grandchild, In-Law, Mother, Mother-in-Law, Neighbor, Nephew, Niece, Other]
- Primary Address:
 - *Address Type: [Dropdown menu]
 - *Country: [Text input field]
 - *Address Line1: [Text input field]
 - Address Line2: [Text input field]
 - Address Line3: [Text input field]
 - City: [Text input field]
 - Country: [Text input field]
 - Post Code: [Text input field]
- Primary Phone Number:
 - Country Code: [Text input field]
 - *Phone Number: [Text input field]
 - Extension: [Text input field]
- Other Phone Numbers: [Text input field]

A blue callout box on the right side of the dialog box contains the text: "You can add, delete or amend the details of an existing contact." The background shows the 'Emergency Contacts' section of the Student Self Service interface.

1.13 Awards and bursaries

The screenshot shows the 'Awards and bursaries' section in the Student Self Service system. The page title is 'Awards and bursaries'. Below the title, there is 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, there is a red warning icon and the text: "You don't have any awards or bursaries recorded on the system." A blue callout box on the left side of the page contains the text: "If you have any awards or bursaries, view them here." The background shows the 'Awards and bursaries' section of the Student Self Service interface.

1.14 Useful information

The screenshot shows the 'Personal' page in the Student Self Service system. The left-hand navigation menu includes: Personal details, Contact details, Addresses, Emails and phones, Manage @cam email address, Emergency contacts, Awards and bursaries, and Useful information (highlighted with a red box). The main content area is titled 'Useful information' and contains sections for 'resources' (Email (Hermes), Information (IT) Services, University Library, Wireless internet and eduroam), 'Website links' (Accommodation Service, Careers Service, Cambridge Students, Childcare Office, Disability Resource Centre (DRC), Maps, Students' Union (CUSU), Students' Unions' Advice Service), and a 'house' icon in the top right corner. Two blue callout boxes are overlaid: one on the left says 'Lastly, there is a page for useful information. From time to time this will be updated.' and one on the right says 'Click the house button to return to your Home Page.' At the bottom right of the page, there are three small circular icons: a play button, a pause button, and a refresh button.

1.15 Thank you

The 'Thank you' screen features a dark background with the text 'THANK YOU' in large white letters. Below this, a message reads: 'It is important that we can contact you during your time at the University. We hope that you will keep your personal details up to date so we can do so if necessary.' At the bottom, there are two teal buttons: 'Restart this section' and 'More Information'.