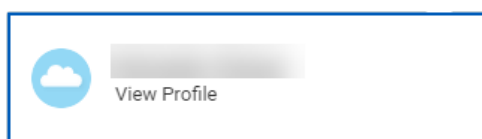


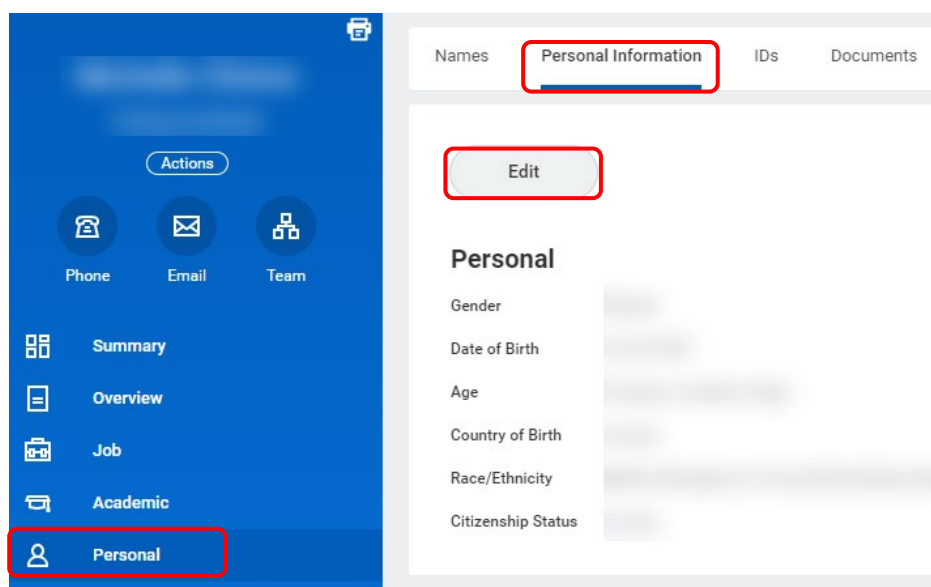
To notify Flinders University of, or to change your diversity information, click your profile icon in the top right-hand corner of the system.



Click *View Profile*



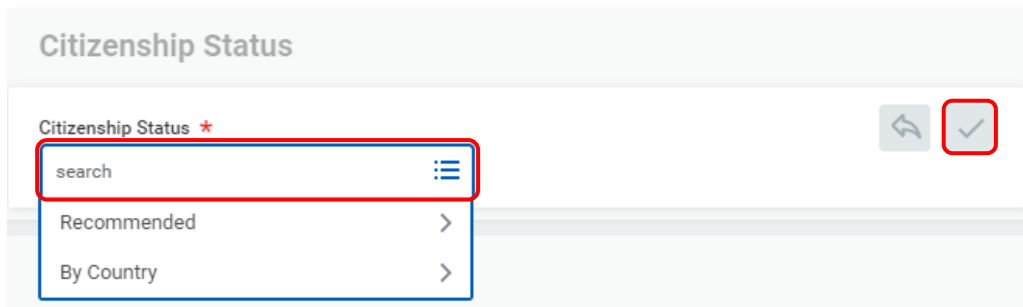
Select *Personal* and then select *Personal Information* and *Edit*



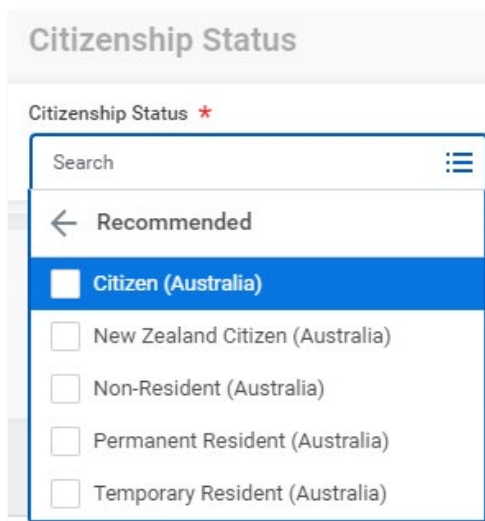
Note: If you would like to amend your Place of Birth or your Race/Ethnicity, please contact People and Culture by contacting your People & Culture team.

Change of citizenship status/working rights

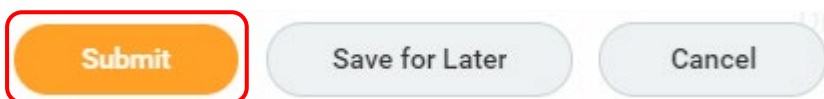
To change your citizenship status, navigate to the *Citizenship Status* box click in the *citizenship status* search. Select *Recommended*



Select the relevant option for you.

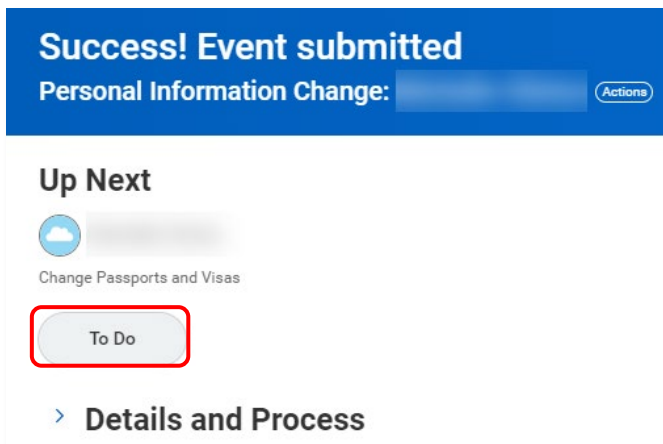


When you have made you changes, click *Submit*.



The *Success! Event submitted* screen will appear with an *Up Next* task for you to complete.

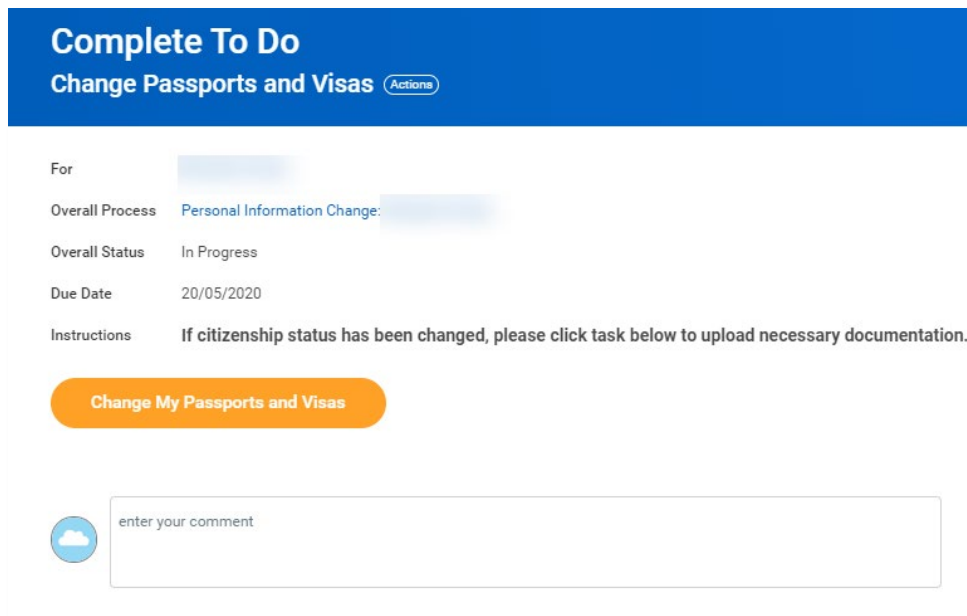
Click *To Do*



The screenshot shows a blue header with the text "Success! Event submitted" and "Personal Information Change:" followed by a blurred name and an "Actions" button. Below this is a section titled "Up Next" with a cloud icon, the text "Change Passports and Visas", and a "To Do" button highlighted with a red rectangle. At the bottom, there is a link with a chevron icon and the text "Details and Process".

Complete To Do task will open.

Note the *Instructions: if citizenship status has been changed, please click task below to upload necessary documentation*

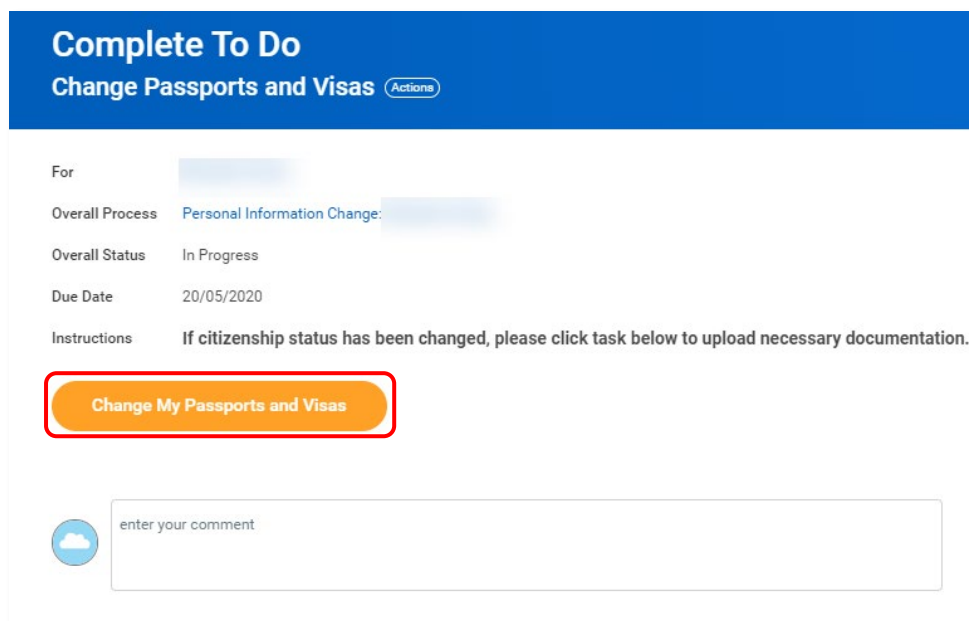


The screenshot shows a blue header with the text "Complete To Do" and "Change Passports and Visas" followed by a blurred name and an "Actions" button. Below this is a list of details: "For" (blurred), "Overall Process" (Personal Information Change: blurred), "Overall Status" (In Progress), "Due Date" (20/05/2020), and "Instructions" (If citizenship status has been changed, please click task below to upload necessary documentation.). There is an orange button labeled "Change My Passports and Visas" and a comment box with a cloud icon and the placeholder text "enter your comment".

If you are an Australian Citizen born before 20 August 1986, you will need to attach a certified copy of your Birth Certificate to your **profile, personal, documents** before submitting the request. Note the process below is for Passports and Visas.

If your required selection is **Non-resident (Australia) or Temporary Resident (Australia)** you will need to add a certified copy of your visa/passport information.

Click *Change My Passports and Visas*



The screenshot shows a 'Complete To Do' task card with a blue header. The title is 'Change Passports and Visas' with an 'Actions' button. Below the header, there are several fields: 'For' (blurred), 'Overall Process' (Personal Information Change: blurred), 'Overall Status' (In Progress), 'Due Date' (20/05/2020), and 'Instructions' (If citizenship status has been changed, please click task below to upload necessary documentation.). A prominent orange button with a red border is labeled 'Change My Passports and Visas'. At the bottom, there is a comment box with a cloud icon and the placeholder text 'enter your comment'.

The *Change My Passports and Visas* Screen will appear.

Change My Passports and Visas

Please note that the supporting documentation must be certified by an appropriate person, e.g. JP or a qualified person as outlined by the Department of Home Affairs

Passports 0 items 🔍 🗨

+	*Country	*Passport ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Visas 0 items 🔍 🗨


+	*Country	*Visa ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Drop files here

or

Select files

Submit
Save for Later
Cancel

Click on the  icon to open a line for Passport information and Visa information.

Please note that the supporting documentation must be certified by an appropriate person, e.g. JP or a qualified person as outlined by the Department of Home Affairs

Passports 1 item

+	*Country	*Passport ID Type	Identification #	Issued Date
-	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	DD / MM / YYYY

Complete the information relevant to you

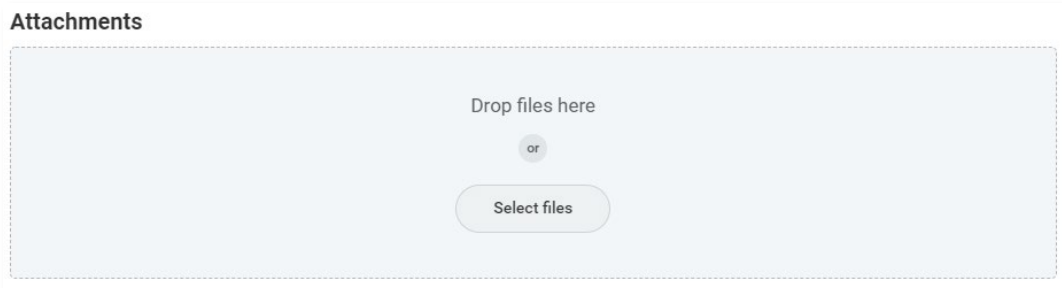
Passport

Country
Passport ID Type
Identification #
Issued Date
Expiration Date

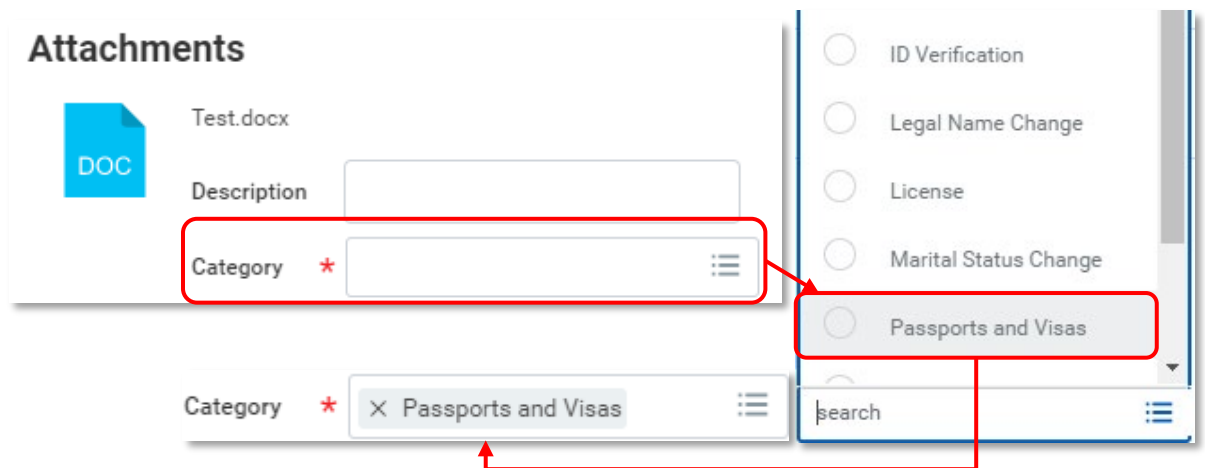
Visas

Country
Visa ID Type
Identification #
Issued Date
Expiration Date

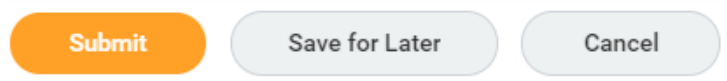
Add your certificated documentation (passport/visa).



Select *Category – Passports and Visas*



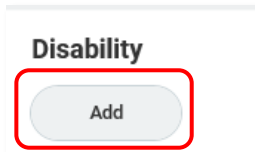
Select *Submit*



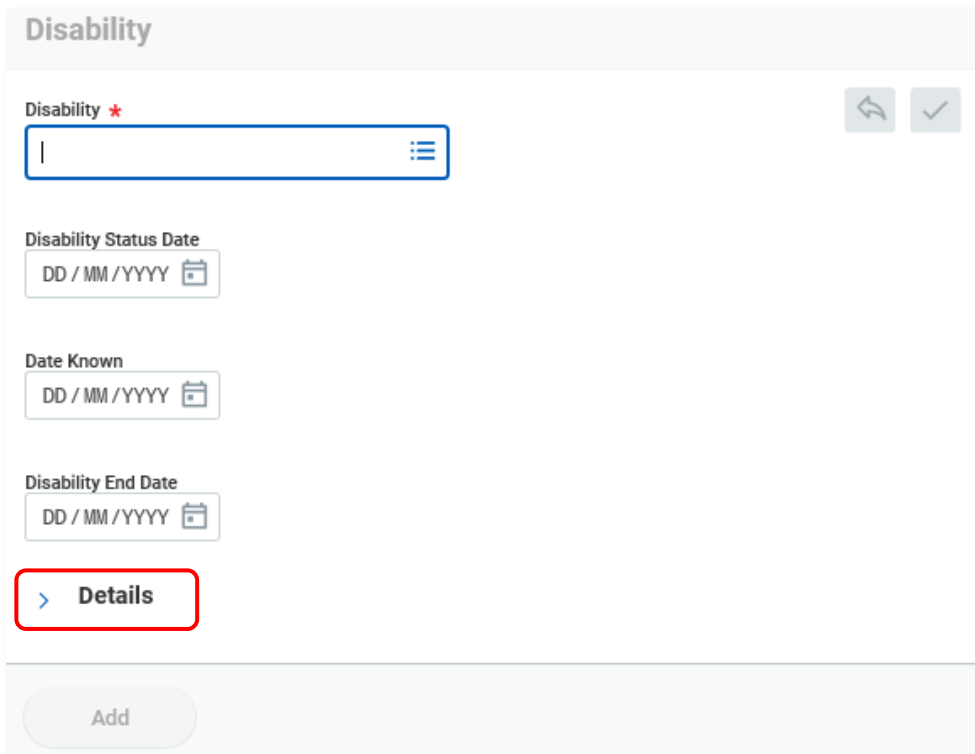
People and Culture will have an *Up Next* task to complete. You will receive a notification once approved, or a task in your inbox if further information is required.

Change of disability information

To change your disability information, from your profile, personal information click edit, scroll down to *Disability* click *Add*.



Complete the information relevant to you. Open the Details section, complete any relevant fields and click on the save tick on the right when done. Note: if the required disability option is not available, please choose Other (Australia).



Disability

Disability * ↶ ✓

Disability Status Date
DD / MM / YYYY 📅

Date Known
DD / MM / YYYY 📅

Disability End Date
DD / MM / YYYY 📅

> **Details**

Add

Select Details and complete any relevant fields.

▼ **Details**

Work Restrictions

Accommodations Requested

Accommodations Provided

Rehabilitation Requested

Rehabilitation Provided

Note

When you have made you changes, click *Submit*.