**Purpose:** This guide lists the steps required to update your contact information.

It is not possible to delete your contact information record.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – How to update your contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>From the MyAurion tab, click the Personal Details button to access the grids in the Personal Details summary panel on the left-hand side of the Personal Details portal, as shown below.</td>
</tr>
</tbody>
</table>

![Image of MyAurion Personal Details](image1)

**Step 2** | From the Name and Contact Details grid, click the Expand icon ( ). The grid now displays the summary details of your contact record, as shown below. |

![Image of Name and Contact Details](image2)
MyAurion
Update Contact Information

Steps | Instruction – How to update your contact information

**Step 3** From the Name and Contact Details grid, select the contact record. The full contact record displays in the Name and Contact Details detail panel on the right-hand side of the Personal Details portal, as shown below.

**Step 4** From the Name and Contact Details detail panel, click the Modify button to open the fields for update, as shown below.
## Steps | Instruction – How to update your contact information
--- | ---
### Step 4...
The main section (shown in the image above) contains your personal details. Within this section only the Preferred Name field is available for update. Changes to the other fields can be actioned by your HR representative after you provide documentary evidence of your new details.

Use the Expand icon (🗂️) to view and update the following grids provided in the Name and Contact Details detail panel:
- Contact
- Home Address
- Postal Address
- Details.

### Step 5
The Contact grid stores your contact numbers and email address. The fields within this grid are available for update.

An example of the Contact grid is provided below.

![Contact Grid Example](image)

### Step 6
The Home Address grid stores your residential address. The fields within this grid are available for update.

An example of the Home Address grid is provided below.

![Home Address Grid Example](image)

**Tip:** Complete the Postcode field first, as this will automatically populate the Suburb/City and State fields. To enter a postcode you will need to use the Search arrow (🔍) provided to the right of the Postcode field.
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| **Step 7** | The Postal Address grid stores your postal address. Any University correspondence will be sent to this external address.  
  - If the Same as Home checkbox is checked, your residential address will be used to populate the fields in this grid. The fields are not available for update. |

<table>
<thead>
<tr>
<th></th>
<th><img src="https://example.com/postal_address_grid.png" alt="" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 7</strong></td>
<td></td>
</tr>
</tbody>
</table>
  - In order to nominate an alternative Postal address, uncheck the Same as Home tickbox. A drop down menu will appear in the Mail to Postal field allowing you to select Postal Address and modify the fields with an alternative address. |

<table>
<thead>
<tr>
<th></th>
<th><img src="https://example.com/postal_address_grid_alternative.png" alt="" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tip</strong></td>
<td>Complete the Postcode field first, as this will automatically populate the Suburb/City and State fields. To enter a postcode you will need to use the Search arrow (iagnostics) provided to the right of the Postcode field.</td>
</tr>
</tbody>
</table>

| **Step 8** | The Other Details grid stores your Post Nominal letters (for example, OAM – Order of Australia Medal). Changes to this field can be actioned by your HR representative after you provide documentary evidence of your new honour or award.  
  An example of the Other Details grid is provided below. |
<table>
<thead>
<tr>
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<tbody>
<tr>
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<td><img src="https://example.com/other_details_grid.png" alt="" /></td>
</tr>
</tbody>
</table>

| **Step 9** | Click the Save button to save the changes, or click the Cancel button to reset the data. |