

iLearn

Change my personal details

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Your personal details can be accessed in two ways:

- 1a) via the picture profile section, or
- 1b) through 'My Account' via the menu button '≡'.

You can add your preferred first name and edit your dietary and other requirements, work phone and mobile phone details.

For	All users
Last Updated	May 2016 (Version 2.1)
Menu	Picture Profile –Menu button
Department	DCCSDS, DATSIP, DPC, NPSR, EHP



[Picture profile](#)

1a

[Accessing your details via the profile icon](#)

From the iLearn home page, click the profile icon on the top right hand side of the screen.



TIPS



The number displayed in the circle above your picture profile represents the number of notifications generated by the system. These notifications are also sent to your Outlook email.



Clicking on the notification marks it as 'read' and the number disappears from the picture profile.

1b

[Accessing your details via the menu button](#)

From the menu button '≡' select 'My Account' to access account details.

Viewing your personal details

User: Learner Account [learneraccount1]

In Communities, Child Safety and Disability Services

Actions ▾

Edit User

Change Password

👤 User Extra Roles

👤 Administrators

Organisation Communities, Child Safety and Disability Services
Org Unit 01.01 Corporate Services
Username learneraccount1
Email learner.account@communities.qld.gov.au
Dietary Requirements Coeliac

▸ System

Reports To Manager Account

▸ Groups

▸ Certificates

▸ Competency

▸ Your Completions

▸ User roles

▸ Activities performed by this user (100 most recent ones)

▸ Activities performed on this user record (100 most recent ones)

TIPS

The **'Edit User'** option, under the **'Actions'** button allows you to edit your personal details.

TIPS

'Reports To' shows your current supervisor, this is the person who will approve your learning (aka - enrolment approval manager)

Note: To change your enrolment approval manager refer to the **'Change my enrolment approval manager'** guide.

TIPS

Click on the headings to extend information.

Edit page – changing personal details

Edit User: Learner *Account [learneraccount1]

In

2 **Actions** ▾

Edit User

Change Password

Preferred First Name

Organisation

Org Unit

Username*

Work Phone

Mobile

Reports To
(To change, use My Tools > Select a New Manager)

Cost Centre

Dietary Requirements

Other Requirements

Unique Student Identifier (USI)

3 **Update Learner *Account's Profile** or **Cancel**

2

Click '**Actions**' and select '**Edit User**'.

Enter your details in the fields as required, i.e. preferred first name, dietary requirements, unique student identifier etc.

TIPS

Note: Greyed out fields cannot be updated. If these details require updating, please refer to the '**iLearn Support**' user guide to submit an iLearn support ticket.

TIPS

To change your enrolment approval manager refer to the '**Change my enrolment approval manager**' guide.

3

Click '**Update (Your Name)'s Profile**' to save the changes.