

Overview

The **Personal Details** tile in myRMIT allows you to view, verify and update your personal information including preferred name, address, phone number and emergency contact details.

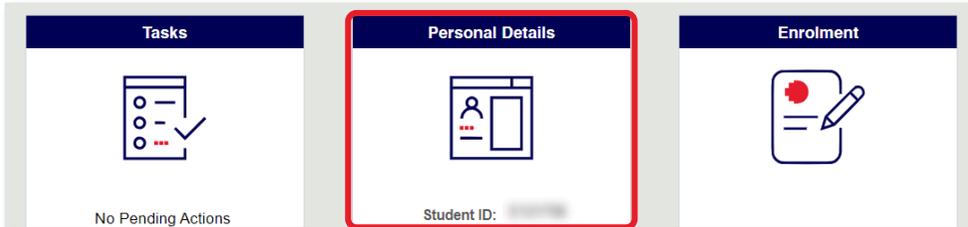
The **Personal Details** tile in myRMIT contains the following pages:

- **Personal Details**
- **Contact Details**
- **Addresses**
- **Emergency Contacts**
- **Privacy Release**

Navigation

myRMIT Home Page > Personal Details tile

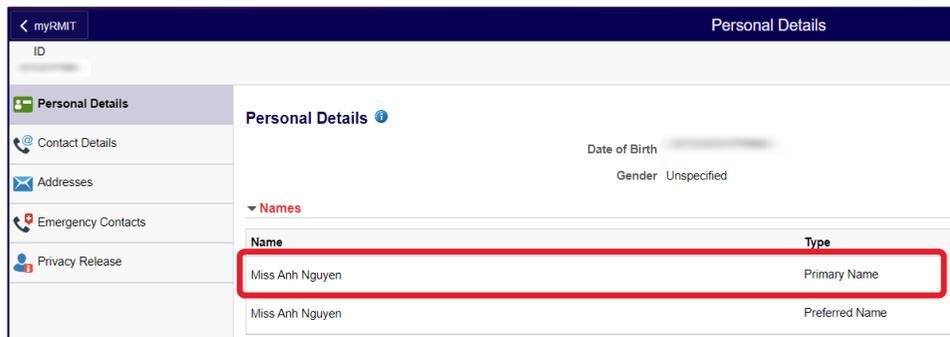
From the **Home page**, click the **Personal Details** tile to view the Personal Details page.



1. Personal Details

On this page you can view Primary Name & edit your Preferred Name if required.

Primary Name: Primary name cannot be edited here as it is used for identity verification and official statements. If your Primary Name requires changes, use the **Change of Primary Name Form** in the *Submit Request* tile.

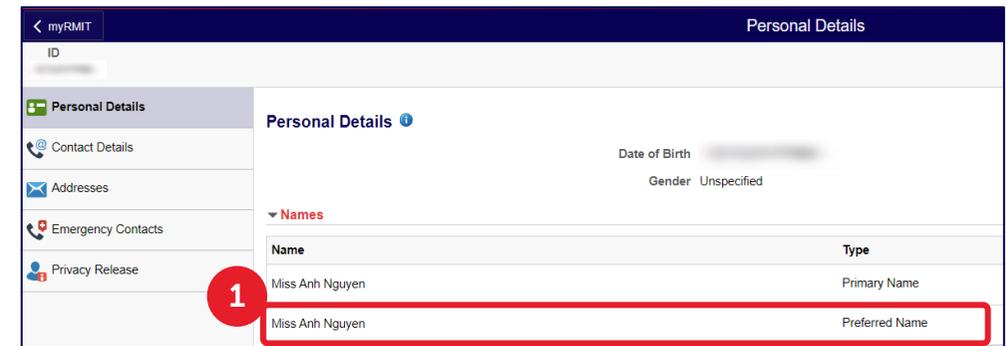


Click the Information icon  next to each heading to see what this covers and/or for more instruction/ explanation.

Preferred Name: On this page, you have the option to customize your preferred name. The preferred name can be different from your primary name and the order can also be adjusted. Please note that the preferred name cannot include any diacritics. If you accidentally enter diacritics, they will be automatically removed when you save the changes.

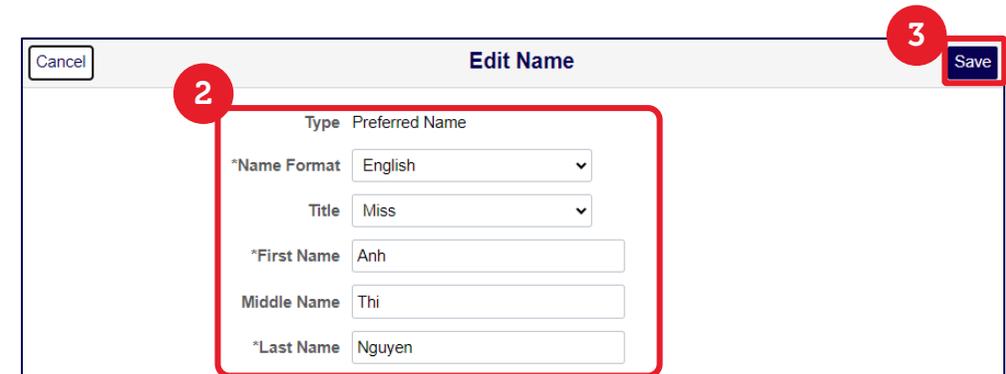
To edit **Preferred Name**, complete the following steps:

Step 1. Click **Preferred Name**.



Step 2. The **Edit Name** page displays. Edit the available name fields as required.

Step 3. Click **Save**.



2. Contact Details

Click the **Contact Details** page from the side navigation to view/edit email and phone details.

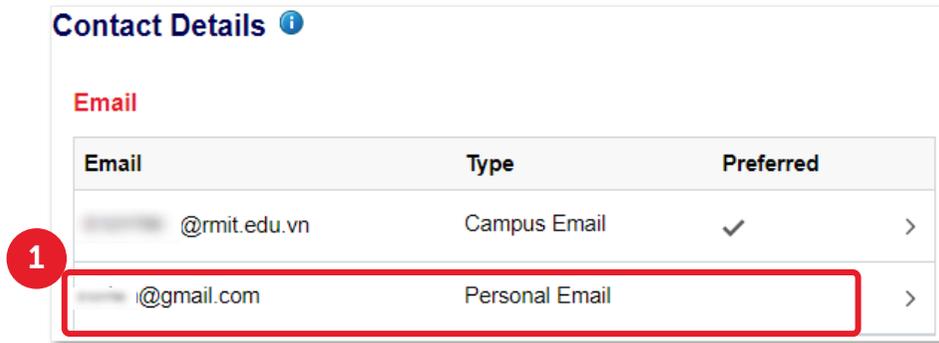
Email Addresses

Campus Email is the RMIT email address which cannot be edited and is provided by RMIT for all official communications from the University. This email address is always set to Preferred by default.

Personal Email: This email can be edited here and must be provided by you for important communications about graduation and to access digital academic statements online. You will be prompted to enter or confirm this email address when you apply to graduate.

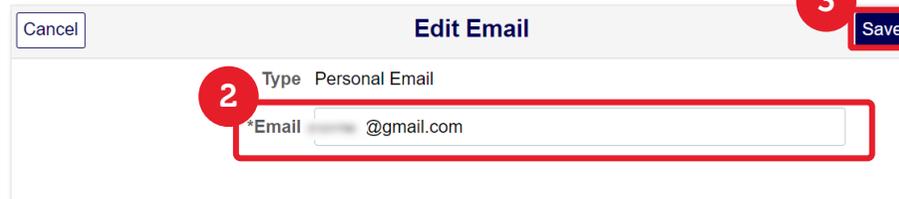
To edit **Personal Email**, complete the following steps:

Step 1. Click **Personal Email**



Step 2. Edit the **Email** fields.

Step 3. Click **Save**.

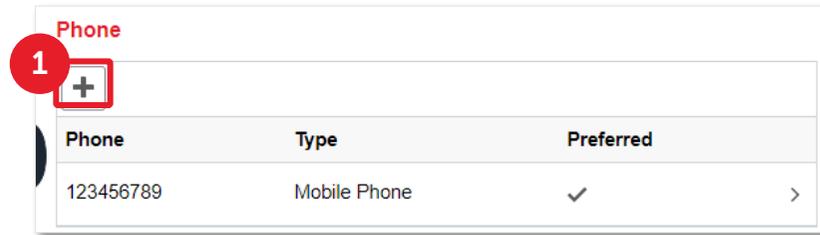


Phone Number(s)

Phone Numbers can be edited/added on this page. At least one phone number **MUST** be provided.

To add a new Phone **number**, complete the following steps:

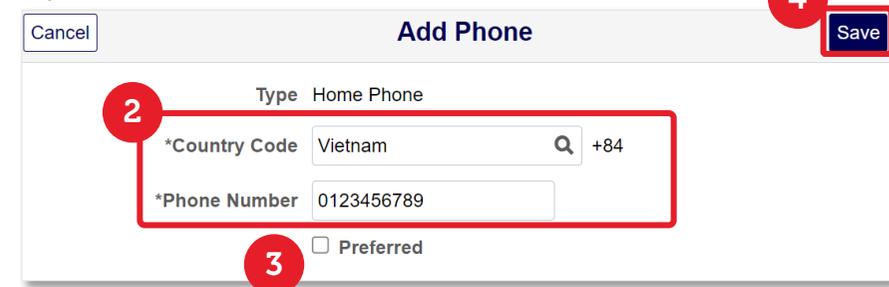
Step 1. Click the **Plus** **+** icon from the **Phone** section.



Step 2. The **Add Phone** page displays. Add **Country Code**, **Phone Number** to the fields. Phone Number should not contain the **+** symbol.

Step 3. Check **Preferred** to mark this number as preferred if relevant.

Step 4. Click **Save**.

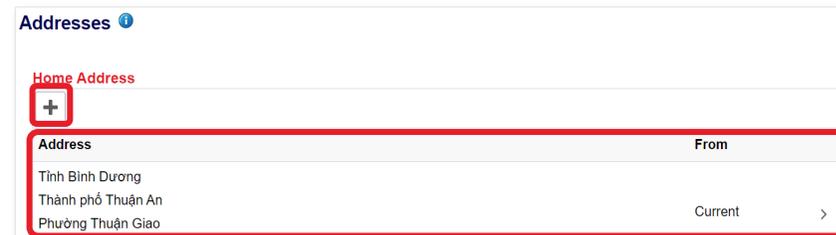


3. Addresses

Click the **Addresses** page from the side navigation to view/edit home and mailing address details. Students must provide both a **Home Address** and **Mailing Address**.

To edit the addresses, complete the following steps:

Step 1. Click the **Plus** **+** icon or the **Address** from the **Home** or **Mailing** Address section.



Step 2. The **Edit Address** page displays. Edit the available fields.

Step 3. Click **Save**.



You can add an address that is applicable from a future date by selecting a future date from the calendar icon on the **From** field.

The **Copy From** link can be used where you have the same Home and Mailing Address. This will let you copy the details from another address type without having to enter this again.



While entering keywords in the Search field, use one of the following ways:

For example, if you want to search for a province:

- Type 'Tinh' and then the province name. For example, *Tinh Dong Nai*
- Or Type '%' and then the province name. For example, *%Dong Nai*

Use same format for district (Quan), ward (Phuong) and so on.

4. Emergency Contact

Click the **Emergency Contact** page from the side navigation to view, add and edit emergency contact details.

You can add multiple emergency contacts here and select the preferred contact. Emergency contact information is mandatory.

To add an **Emergency Contact**, complete the following steps:

Step 1. Click the **Plus (+)** icon.

Step 2. The Add Contact page displays. Fill out the available fields on this form, especially the required fields that are marked with an asterisk (*).

Select appropriate relationship with the contact person from the **Relationship** drop-down list and tick the Preferred checkbox if you want to mark them as the preferred contact.

Step 3. Click **Save**.

5. Privacy Release

Click the **Privacy Release** page from the side navigation to share your information with another person. This page allows you to give consent to release your personal, academic, or financial information to this person (such as a parent).

Privacy Release

Students should use this page if they want to give a third party their express consent to release information to RMIT in relation to their personal, academic and financial information. Please note that this authority applies to the sharing and confirmation of details relating to the areas for which consent is given.

RMIT Vietnam may be required to release information about your status as a student (this may include personal information, current study status, study period - start date, expected completion/graduation date etc.) to other bodies as part of legal requirements within Vietnam or Australia.

Only the student can make changes to their enrolment or personal details. If the information is collected in person, the authorised third party will need to prove their identity before information will be provided. Identity can be proven by provision of a current National ID card or a current passport. RMIT values the privacy of every individual and handles personal and health information in accordance with the privacy principles contained in the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic) and other relevant legislation.

For more information about privacy and the protection of personal information, visit the RMIT Privacy webpage [RMIT Privacy Statement](#)

Where a release has already been provided, the **Names** are listed. The **Status** column indicates if the release is active or not. The privacy release can be set to expire after a certain date by providing an end date.

To add contact information, complete the following steps:

Step 1. Click the **Plus (+)** icon from the **Names** section.

Name	Status	Release Options Selected
Tien Nguyen	Active	Academic Information Financial Information

Step 2. The Add Release Details page displays. Provide **Name**, **Relationship** and contact details.

Step 3. Select **Yes** from the **Ongoing access** field options so that the contact's privacy release does not have an end date.

Step 4. Or select **No** and select an end date from the **Expiry Date** calendar

Step 5. Select **Yes** or **No** from the **Personal Information** field to allow the contact to release personal information.

Step 6. Select **Yes** or **No** from the **Academic Information** field to allow the contact to receive/release academic information.

Step 7. Select **Yes** or **No** from the **Financial Information** field to allow the contact to receive/release financial information.

Step 8. Click **Save**.

To edit information, click the contact information row.

Add Release Details

Cancel Save

2 *Name: Tien Nguyen i

*Relationship: Guardian ▾

Phone

*Country Code: Vietnam +84

*Phone Number: 8484884

Email

Email:

Contact Address

No address defined

Release Options

3 Ongoing access? Yes i

Expiry Date: i

4 Personal Information No i

5 Academic Information Yes i

6 Financial Information Yes i

Click the Information icon i next to each heading to see what these covers and/or for more instruction/ explanation.