



# Updating your Learning University User Profile

It is important that we have your updated information on your Learning University user profile.

Please ensure that the following information is correct on your profile, as it appears in your ID book:

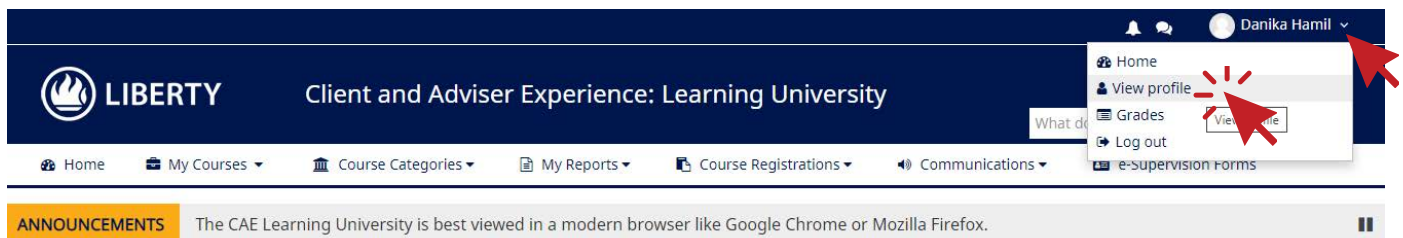
- Full Names (First, second, third names)
- Surname
- 13 Digit SA ID number

## IMPORTANT

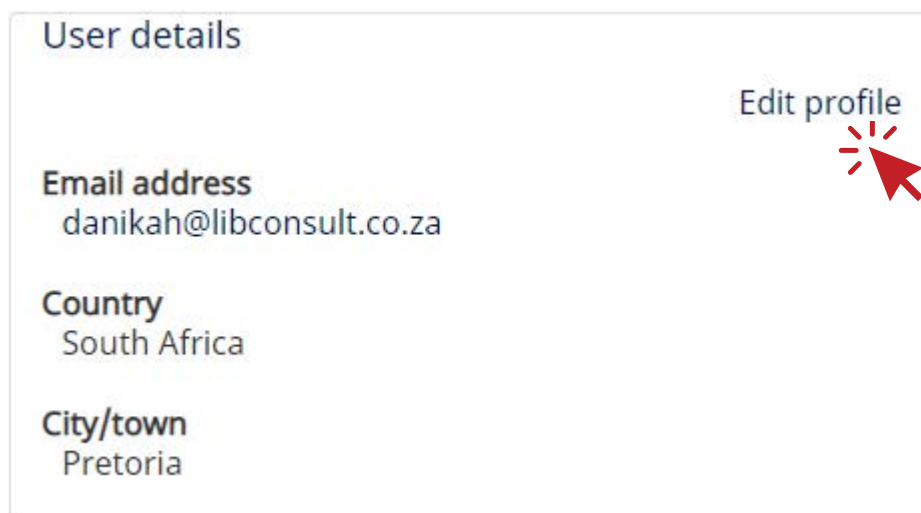
Please ensure that you update your email with a valid business email address.

### To view and edit your Learning University profile:

- 1) Log in to the Learning University.
- 2) Once logged in, click on your name on the top right hand corner of the screen.
- 3) A drop down list will appear. Click on the "View profile" link.



- 4) Your profile page will appear. Click the "Edit profile" link in the User details section.



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The Edit Profile page will appear.


▼ General

First name \*

Surname \*

Email address \*

▶ Expand all 

Email display 

City/town

Select a country

- 6) Click the "Expand all" link to view all fields.
- 7) Check your First name and Surname fields and update if required.
- 8) Update your business email address in the "Email address" field.

## IMPORTANT


**This must be a valid email address that you use for business correspondence. If you need to reset your Learning University password, the reset password email will be sent to this email address.**

9) Check that the City/town field reflects the correct information . Please ensure the full name is displayed for example Johannesburg and not JHB.

10) You can upload a profile picture (optional).

▼ User picture

Current picture: None


New picture 

Files

↓

You can drag and drop files here to add them.

Accepted file types:  
Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz



13) Update your business contact number in the Phone field and a cell phone number in the "Mobile phone" field. Put in the 10 digit phone number without any spaces or special characters. For example: 0114081234 or 0831234567

Division

Branch

Phone

Mobile phone

SRS Region

14) Once you have updated all the details, click the "Update profile" button to save.

