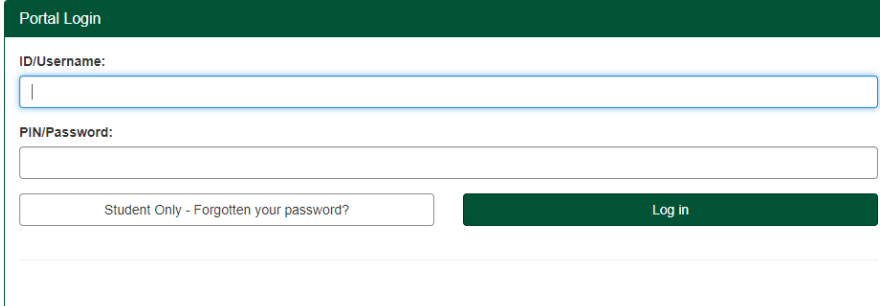


## Changing your Personal Details on the UL Student Portal

1. Log on to the [Student Portal](#).



Portal Login

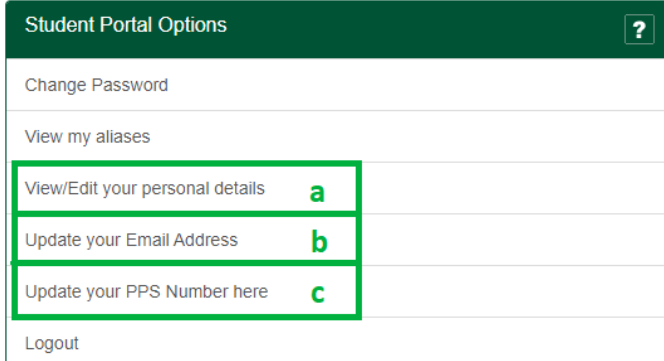
ID/Username:

PIN/Password:

Student Only - Forgotten your password?

Log in

2. Enter your student ID and password.
  - a. If you have already selected a password during orientation enter this password in the PIN/Password box and click on the **Log in** button.
  - b. If you have not already selected your own PIN/Password number, enter your date of birth e.g. 08May1998 (no spaces) or [reset your PIN/Password](#). See additional information below if you forgot your password.
3. There are 3 options available within “Student Portal Options” to change Personal Details.



Student Portal Options ?

Change Password

View my aliases

View/Edit your personal details **a**

Update your Email Address **b**

Update your PPS Number here **c**

Logout

- a. [View/Edit your personal details](#). This page contains all the personal details on your Student Record.
  - You can change your postal address and telephone numbers here. Fields which you are not permitted to change will be greyed out.
  - Amend details as necessary and click **Save Changes**.

**Please Note:** Names cannot be changed online. To change your name:

- UL Students: Please log a call through [Student Hub Online](#).
- MIC Students: Please contact MIC Student Services.

- b. **Update your Email Address.** This page allows you to update your personal email address.

The screenshot shows a form titled "Update Your Email Address" with a dark green header. Below the header, there are two input fields: "Email Address\*" and "Confirm Email Address\*", both with pink borders. At the bottom of the form, there are two buttons: "Back" (white with a grey border) and "Next" (dark green with white text).

- i. Enter and confirm a valid email address and click **Next**.
- Please note copy/paste is not permitted.
  - If the email addresses do not match, you will receive an error message.
- ii. You will now see the following screen confirming the update. A confirmation email will also be issued to the email address. If you do not receive the confirmation email please repeat the process, ensuring all details are correct.

The screenshot shows a confirmation screen titled "Email Address Updated" with a dark green header. Below the header, there is a message: "Your email address has been successfully updated to test@test.ie." followed by a paragraph: "A change confirmation email has been sent to this new address. Please check that you have recieved it. If you do not receive this change confirmation email please 'Update your Email Address' again and ensure it is entered correctly." At the bottom, there is a single button labeled "Exit".

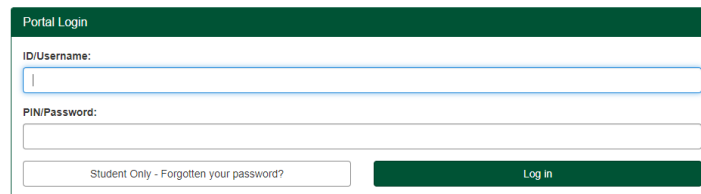
- c. **Update your PPS Number.** This page allows you to update your PPS number.
- Amend details as necessary then click **Save Changes**.

The screenshot shows a form titled "Edit your PPS Number details here;" with a dark green header. Below the header, it says "Now showing 1 of 1" and "This page contains the PPS number held on your Student record. Please amend the details as neccessary." There is a single input field labeled "PPS number" with a blue border. At the bottom, there is a dark green button labeled "Save Changes".

4. When you have saved your changes the following will appear at the top of the page:

The screenshot shows a message box with a light green header labeled "Store successful" and a white body containing the text "Your changes have been stored successfully."

If you have forgotten your PIN/password:

The form is titled "Portal Login" in a dark green header. It contains two input fields: "ID/Username:" and "PIN/Password:". Below the "ID/Username:" field is a button labeled "Student Only - Forgotten your password?". To the right of the "PIN/Password:" field is a dark green button labeled "Log in".

Portal Login

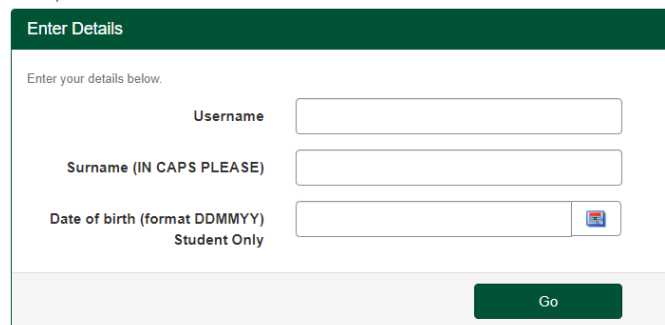
ID/Username:

PIN/Password:

Student Only - Forgotten your password?

Log in

1. Click on **Student Only - Forgotten your Password?** The following screen will open.
2. Enter your Username, i.e. Student ID number, Surname and Date of birth in DDMMYY format, e.g. 080598, and click the **Go** button.

The form is titled "Enter Details" in a dark green header. It contains three input fields: "Username", "Surname (IN CAPS PLEASE)", and "Date of birth (format DDMMYY)". Below the "Date of birth" field is a small calendar icon. At the bottom right is a dark green button labeled "Go".

Enter Details

Enter your details below.

Username

Surname (IN CAPS PLEASE)

Date of birth (format DDMMYY)

Student Only

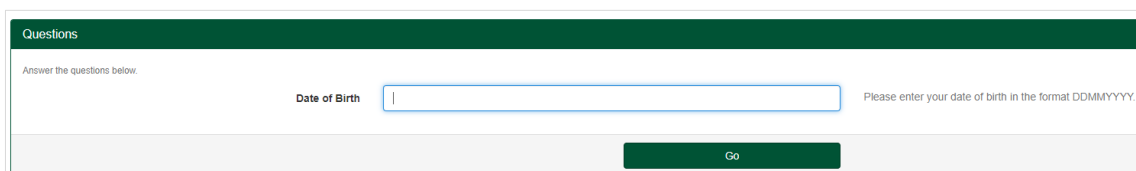
Go

3. You will then receive the following message advising you that your new password has been sent to your student email address. You will need to go back to the Portal Login screen and enter the new password received.

**New Password Created**

A new password has been created for you and sent to your chosen email address. You will need this new password to access your web account.

4. Once you have successfully entered your correct student number and password (just reset) on the Portal Login screen, on the following screen enter your date of birth in the **Date of Birth** box DDMMYY format, e.g. 080598, and click the **Go** button.

The form is titled "Questions" in a dark green header. It contains one input field labeled "Date of Birth". To the right of the input field is a small calendar icon. At the bottom right is a dark green button labeled "Go".

Questions

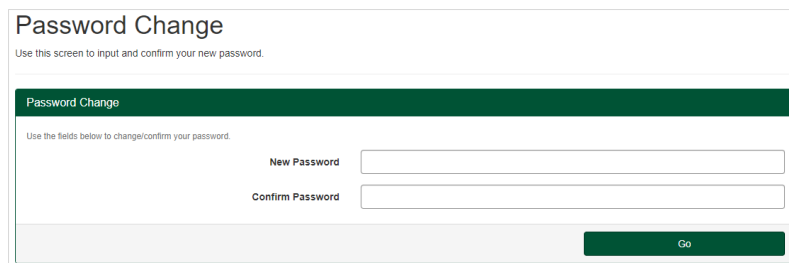
Answer the questions below.

Date of Birth

Please enter your date of birth in the format DDMMYYYY.

Go

5. You are now permitted to select your own new password. Enter a minimum of eight digits including an upper case, lower case letter, number and symbol/special character. E.g. Stu1234\$

The form is titled "Password Change" in a dark green header. It contains two input fields: "New Password" and "Confirm Password". At the bottom right is a dark green button labeled "Go".

Password Change

Use this screen to input and confirm your new password.

Use the fields below to change/confirm your password.

New Password

Confirm Password

Go