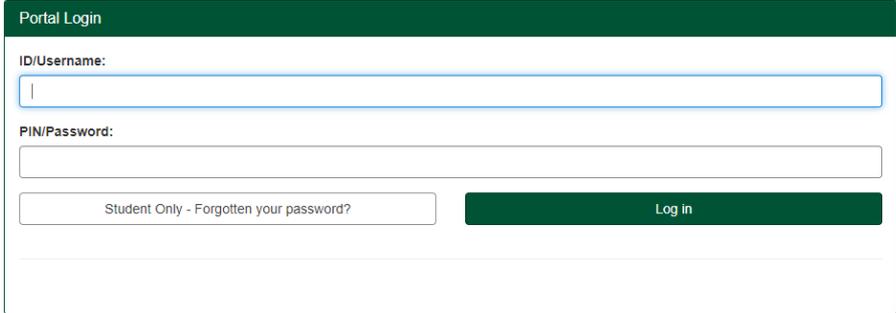
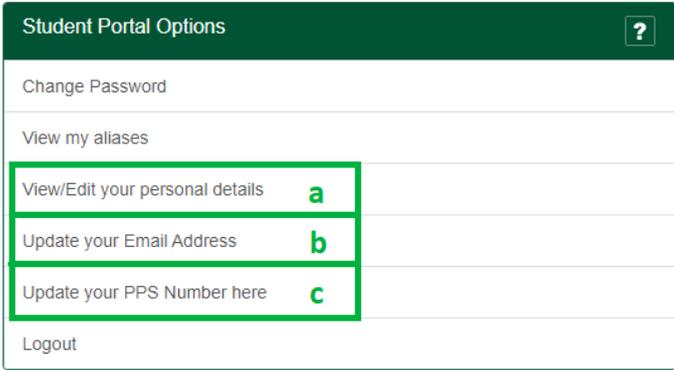


Changing your Personal Details on the UL Student Portal

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



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.

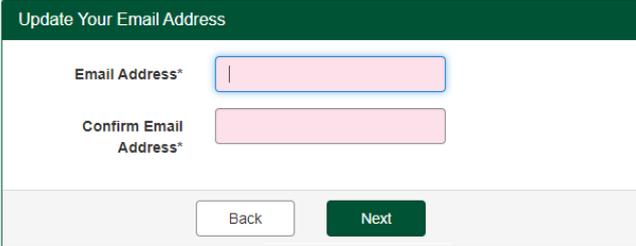


- a. [View/Edit your personal details](#). This page contains all the personal details on your Student Record.
 - You can change your postal address and telephone numbers here. Fields which you are not permitted to change will be greyed out.
 - Amend details as necessary and click **Save Changes**.

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.



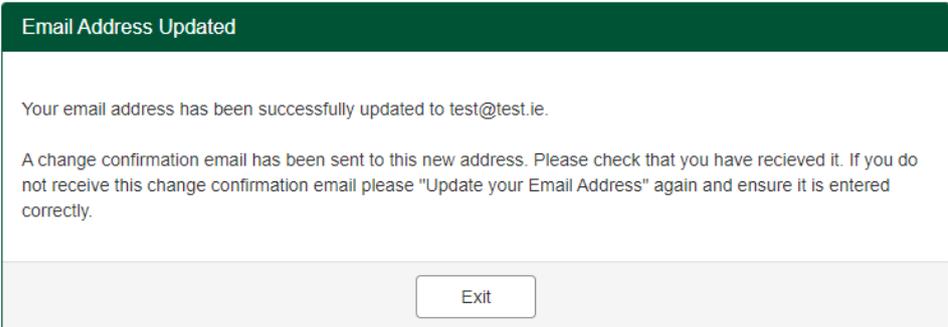
Update Your Email Address

Email Address*

Confirm Email Address*

Back Next

- 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.



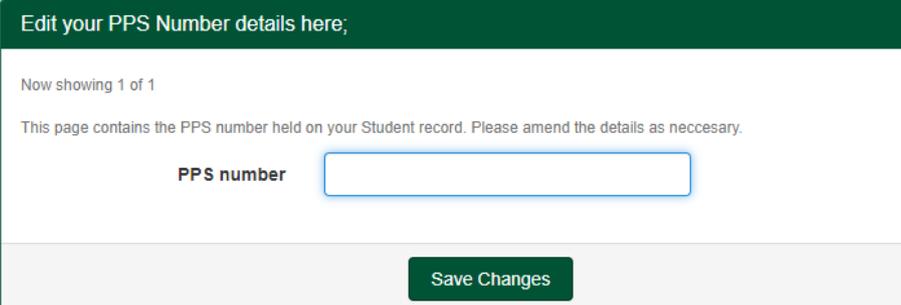
Email Address Updated

Your email address has been successfully updated to test@test.ie.

A change confirmation email has been sent to this new address. Please check that you have received it. If you do not receive this change confirmation email please "Update your Email Address" again and ensure it is entered correctly.

Exit

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



Edit your PPS Number details here;

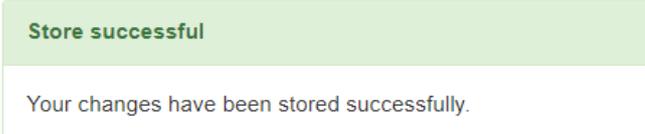
Now showing 1 of 1

This page contains the PPS number held on your Student record. Please amend the details as necessary.

PPS number

Save Changes

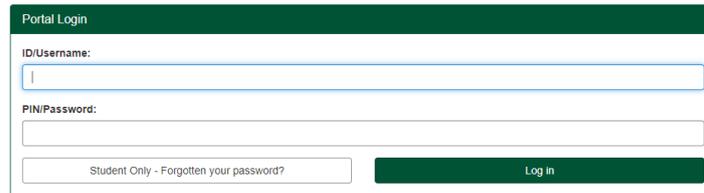
4. When you have saved your changes the following will appear at the top of the page:



Store successful

Your changes have been stored successfully.

If you have forgotten your PIN/password:

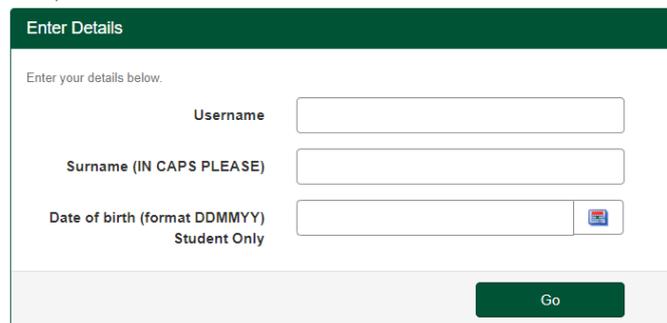


Portal Login

ID/Username:

PIN/Password:

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.



Enter Details

Enter your details below.

Username

Surname (IN CAPS PLEASE)

Date of birth (format DDMMYY) 

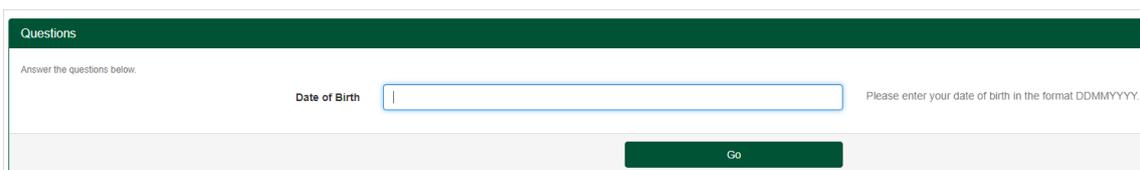
Student Only

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 to 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.

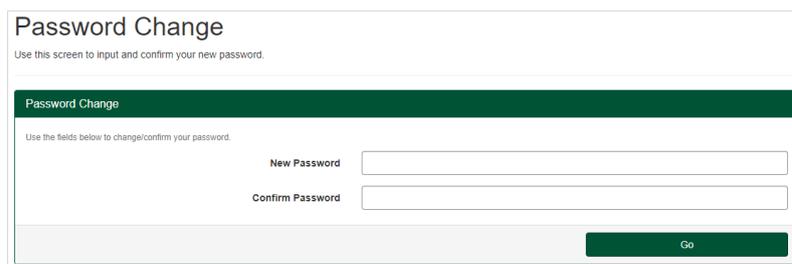


Questions

Answer the questions below.

Date of Birth Please enter your date of birth in the format DDMMYYYY.

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\$



Password Change

Use this screen to input and confirm your new password.

Password Change

Use the fields below to change/confirm your password.

New Password

Confirm Password