

Plymouth University Student Portal Guide

How to change personal contact information on the portal

Step 1. Go to the homepage of the Plymouth University website <https://www.plymouth.ac.uk/>

Select '**Login**' in the top right corner to access the Plymouth University student portal



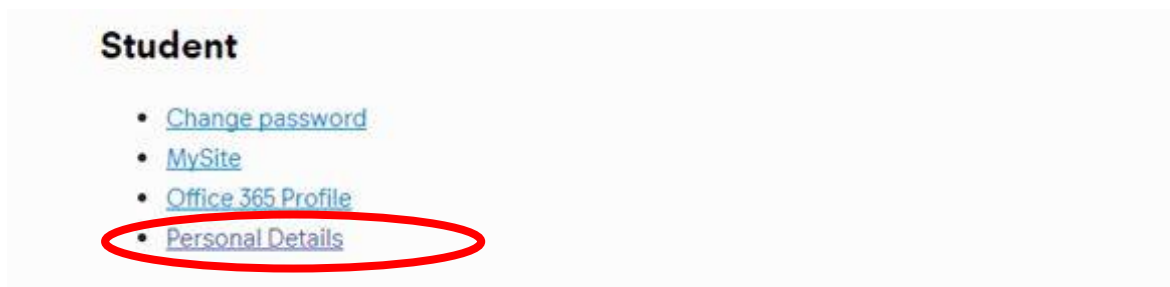
Step 2. Enter your login information: **username** and **password**.

A screenshot of the Plymouth University student portal login page. The page features the 'CONNECTED WITH PLYMOUTH UNIVERSITY' logo on the left and the 'PENINSULA COLLEGE OF MEDICINE & DENTISTRY' logo on the right. Below the logos, there are two input fields: 'Username:' and 'Password:'. A 'Log in' button is positioned below the password field. At the bottom, there is a 'Security' section with two radio button options: 'This is a private device' (selected) and 'This is a public or shared device'. A '(show explanation)' link is provided next to the 'Security' label. The footer contains the text '© 2016 Plymouth University. All rights reserved.'

Step 3. Choose 'My personal information'



Step 4. Select 'Personal Details'



Step 5. Select your **date of birth** from the drop-down menu in the dd/mm/yyyy format.

Press 'Proceed'.

e@dmn authentication

In order to allow access to e@dmn services please enter all the information requested below. Press the Proceed button to continue. If the information you have entered is not recognised and you are sure that it is correct, please contact your nearest Library and IT Enquiries Desk.

Please enter your Date of birth here:

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IMPORTANT:

- Do not disclose your passwords to anyone else, you are responsible for them.
- This system provides access to personal information about you which can be changed.
- Plymouth University takes no responsibility for information that is changed due to unauthorised access as a result of your passwords being disclosed.









Step 6. Choose 'View and Update your Home Address, Term-time Address and Next of kin information' option from the e@admin home menu

Choices Available: My: e@admin | Enrol | University Card Status | Personal Details | SLC Confirmation | Student Timetable | Mark Info | UPSU data sharing | Logoff

e@admin home

Welcome to the e@admin home page, gateway to your administration services at Plymouth University. Click on the icons displayed below to use the services available. Alternatively use the shortcut links above to navigate directly to any page. Once you have finished make sure you click the Logoff icon or shortcut to close your session.

Please choose one of the options below:

 Complete my Online Enrolment	 Check your University Card production status
 View and Update your Home Address, Term-time Address and Next of Kin information	 Confirm your University attendance to the Student Loans Company
 Please visit the student portal to view your timetable	 See a list of modules you are currently enrolled on and any marks that are available for them
 Opt-in or Opt-out of Student Union data sharing	 Logout from Student Portal

IMPORTANT:

- These pages contain personal information which should only be viewed by you.
- Do not leave your workstation while you are logged in, especially in an Open Access Area.
- Make sure you are properly logged out of e@admin before leaving your workstation using the Logoff link.
- If you have any problems using this system then please contact your nearest Library and IT Enquiries Desk.



Step 7. Select the 'Home address', 'Term time address' or 'Next of Kin' links to enter or amend your information.

Choices Available: My: e@admin | Enrol | University Card Status | Personal Details | SLC Confirmation Info | UPSU data sharing | Logoff

Personal Details

From this menu you can select which information you want to view and update. Changing this information will be immediately reflected on the University Student Records System. It is your responsibility to make sure this information is correct.

If you experience any problems with changing this data or would prefer not to do so online please contact your Faculty Office with your changes.

Click on a link below to access your data.

Home address	View and update your Home Address.
Term time address	View and update your Term time Address.
Next of Kin	View and update your Next of Kin details.

Step 8A. Enter your **Home Address**.

Leave 'UK Postcode' field blank if you do not live in the UK.

Enter your Home landline/mobile telephone number.


Select 'Save'.

Choices Available: My: e@dmn | Enrol | University Card Status | Personal Details | SLC Confirmation | Student Timetable | Mark Info | UPSU data sharing | Logoff

Personal Details

Change address information by correcting text in the appropriate field. If however you wish to record an address in the United Kingdom please use the UK Address Search button to search against our UK address database. Please remember to update your Next-of-Kin address if appropriate.

Changes to address information will be immediately reflected on the Student Records System. If you make a mistake press the Undo button to start again or the Cancel button to return to the Personal Details Menu.



Home Address

Address	<input type="text"/>
UK Postcode	<input type="text"/> <input type="button" value="UK Address Search"/>
Telephone No.	<input type="text"/>

Step 8B. Enter your **Term time Address information**. You can enter any other mobile numbers here.

Select 'Save'.

Choices Available: My: e@dmn | Enrol | University Card Status | Personal Details | SLC Confirmation | Student Timetable | Mark Info | UPSU data sharing | Logoff

Personal Details

Change address information by correcting text in the appropriate field. If however you wish to record an address in the United Kingdom please use the UK Address Search button to search against our UK address database.

Changes to address information will be immediately reflected on the Student Records System. If you make a mistake press the Undo button to start again or the Cancel button to return to the Personal Details Menu.



Term time Address

Address	<input type="text"/>
UK Postcode	<input type="text"/> <input type="button" value="UK Address Search"/>
Term-time Address Type	<input type="text"/> <input type="button" value="!"/>
Telephone No.	<input type="text"/>
Mobile No.	<input type="text"/>

Step 8C. Enter your **Next of Kin** details.

Click **'Save'**.

Choices Available: My: e@admin | Enrol | University Card Status | Personal Details | SLC Confirmation | Student Timetable | Mark Info | UPSU data sharing | Logoff

Personal Details

Change Next of Kin and Address information by correcting text in the appropriate field.
If however you wish to record an address in the United Kingdom please use the UK Address Search button to search against our UK address database.

Changes to Next of Kin and Address information will be immediately reflected on the Student Records System. If you make a mistake press the Undo button to start again or the Cancel button to return to the Personal Details Menu.

Next of Kin details

Name

Relationship

Address

UK Postcode

Telephone No.

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Step 9. Your contact information should be updated.

Select **'Logoff'** on the menu bar at the top of the screen to exit the portal.

Choices Available: My: e@admin | Enrol | University Card Status | Personal Details | SLC Confirmation | Student Timetable | Mark Info | UPSU data sharing | **Logoff**

Personal Details

Click 'Logoff' to exit the portal