

# Updating your Personal Information on SEQTA

Engage

Welcome

WELCOME

ASSESSMENTS >

COURSES >

DASHBOARD

DIRECT MESSAGES

DOCUMENTS

GOALS >

**MY DETAILS**

NOTICES

PORTALS >

REPORTS >

SETTINGS

TIMETABLE

# SEQTA @ WESTMINSTER

## JUNIOR PLAY REHEARSAL – SUNDAY 22ND NOVEMBER 2020

In a change to the details published yesterday, the School has decided to cancel the rehearsal scheduled for Sunday at 11am. Rehearsals will resume next week, when further details will be provided. Apologies for any confusion caused. Stay safe and well.

Andrea Sherwood

## ONLINE LEARNING T4, Wk 6 & 7

As David Wallage is often heard to say ... "this year keeps on giving..."

- Once you have logged into your SEQTA Engage account successfully, please click on the My Details tab on the left side menu.

Engage

**My details**

When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.

**Personal** [Edit](#)

Addresses  
Occupation  
Census Information

Name

Title: Given: Given2: Surname: Suffix:

Preferred Name: Preferred Formal Name: Previous Surname: Birth Surname:

**Personal Details** [Edit](#)

Date of Birth: Gender:

Mobile Phone:

Email:

**Demographic Information** [Edit](#)

Country of Birth:

Nationality:

Home Language:

Nationality 2:

Religion: Parish:

- There are 4 sections to check and update (if required).
- To begin, click on the Personal tab.
- Click on Edit in each section to update your personal details.
- Once everything is correct in each of the Edit mode pages, please click save for each section.

**Engage**

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Personal

**Addresses**

Occupation

Census Information

**Address** [Edit](#)

Start entering an address...

Address 1: Address 2: Address 3:

Suburb: State: Postcode: Country:

Home Phone: Home Fax: Alternative Home Phone:

**Postal Address** [Edit](#)

Same as Home Address

- Click on the Addresses tab to update your address details.
- Then click on Edit in each section to update your address details.
- Once everything is correct in each of the Edit mode pages, please click save in each section.

**Engage**

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Personal  
Addresses  
**Occupation**  
Census Information

**Occupation Details** [Edit](#)

Occupation Description: Company:  
Industry:  
Work Phone: Work Mobile Phone: Work Fax: Work Email:

**Occupation Address** [Edit](#)

Start entering an address...  
Address Line 2: Address Line 3:  
Suburb: State: Postcode:  
Country:

- Click on the Occupation tab to update your address details.
- Click on Edit in each section to update your personal details.
- Once everything is correct in each of the Edit mode pages, please click save in each section.

The screenshot shows the 'My details' page in the Engage system. The left sidebar contains navigation options: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIRECT MESSAGES, DOCUMENTS, GOALS, MY DETAILS (selected), NOTICES, PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'My details' and contains a notification box at the top stating: 'When you submit changes through the My Details page they must be approved by the school. The changes will only take effect at the school once they have been approved. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.' Below the notification is a tabbed interface with 'Personal', 'Addresses', 'Occupation', and 'Census Information' tabs. The 'Census Information' tab is selected and highlighted with a red box. The 'Edit' button in the top right corner of the 'Census Information' section is also highlighted with a red box. The form fields for 'Home Language', 'Highest Secondary Year Level', 'Highest Qualification Level', and 'Occupation Position' are all redacted with yellow boxes.

- Click on the Census Information tab to update the required data.
- Click on Edit to update all details listed.
- Once everything is correct in the Edit mode page, please click save.

Thank you for  
updating your  
Personal Information  
on SEQTA.