

# Contact Details Quick Guide

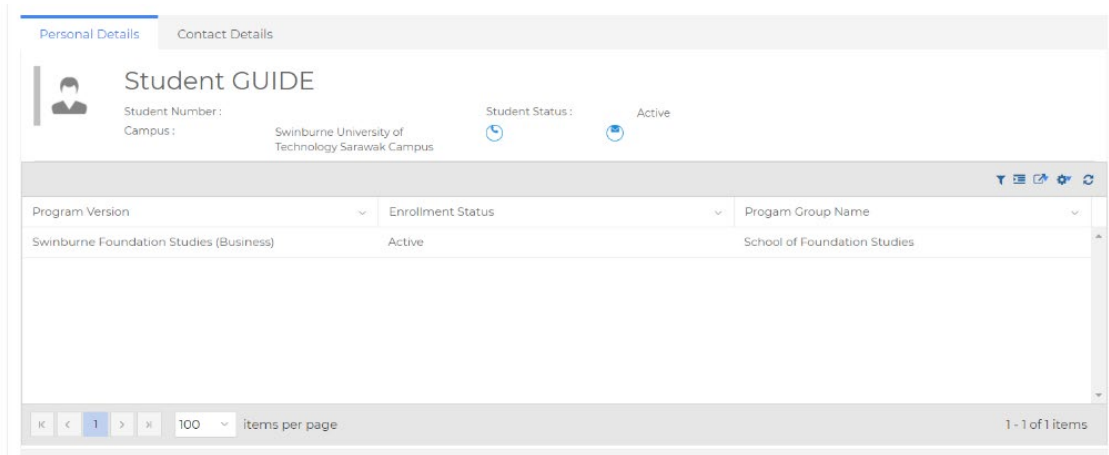
## Student Portal - CampusNexus® Student International

February 2023

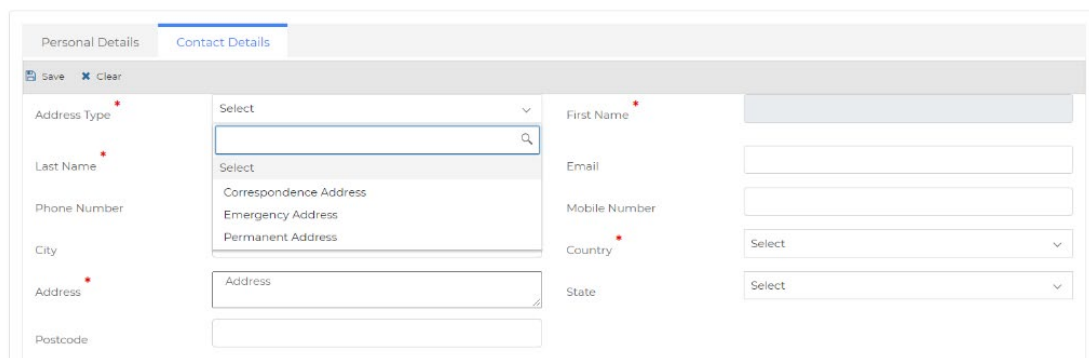
Version 1.0

### Student Information

This page contains your personal details such as profile picture, assigned Student Number inclusive of program information and program status. As this page is a read-only page, you may need to approach the SIC staff if there is any misinformation.



1. Go to **My Profile** → **Student Information**. Click on **Contact Details** and select **Address Type** to view and/or edit various address type



2. To update Correspondence or Emergency details, select **Correspondence Address** or **Emergency Address** in the Address Type drop-down list, edit the affected information and click **Save** to update the information.

- **Correspondence Address** is editable. It refers to your contact information while studying in Swinburne Sarawak. State and Country has fixed value.
- **Emergency Address** is editable and will be used by the staff during emergency.
- **Permanent Address** is not editable by you. If you find your address to be incorrect, please approach the SIC staff with evidence for amendment to be made.