

# Updating your student profile.

There are a few mandatory fields that need to be completed upon enrolment. If you pre-ordered your enrolment, these will need to be entered in manually. Here's how to update your Student Profile so all the correct information is recorded in your account to satisfy compliance.

Step 1: Navigate to "My Account" in your Student Profile. Complete the required fields and click on "Save Changes"

Profile

Password

Certificates

Notifications

Billing

Order History

UPLOAD NEW IMAGE

**Your Profile**

Email  
jacqui@drvr.com.au

First name  
Jacqui

Last name  
Shephard

Company  
DRVR Training

Professional Title  
Director

Timezone  
Brisbane

Licence Number (required)

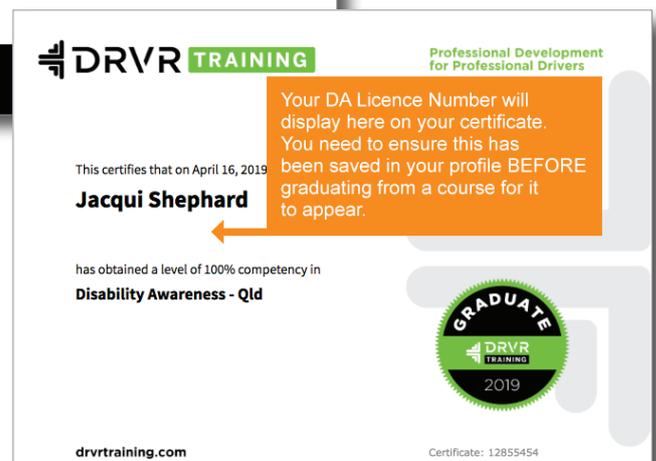
State (required)  
Queensland

Booking Entities you drive with (required)

Your Driver Affiliation or Partner Number

Save Changes

These are the mandatory fields. Make sure these are updated in your profile.  
NOTE: You need to include your Licence / DA number here in order for it to show up on your certificate.



## How to complete your Profile:

1. Login
2. Go to your Profile (top right corner). Click on "My Account".
3. Click on "Profile" in the left-hand menu.
4. Enter in the relevant information in the required fields.
5. Click "Save".