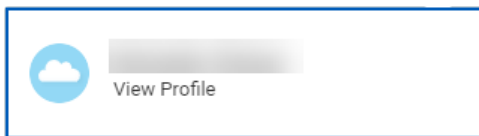


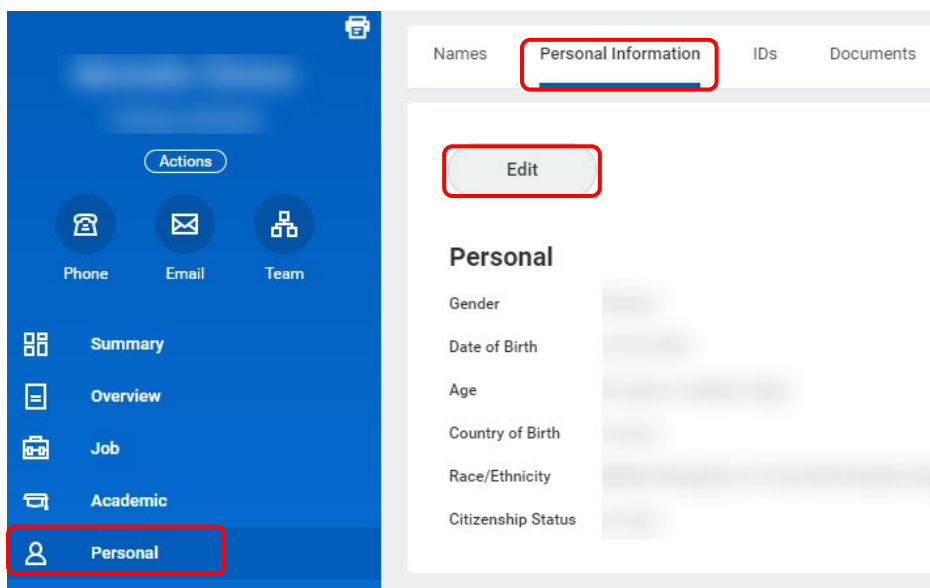
To notify Flinders University of, or to change your diversity information, click your profile icon in the top right-hand corner of the system.



Click *View Profile*



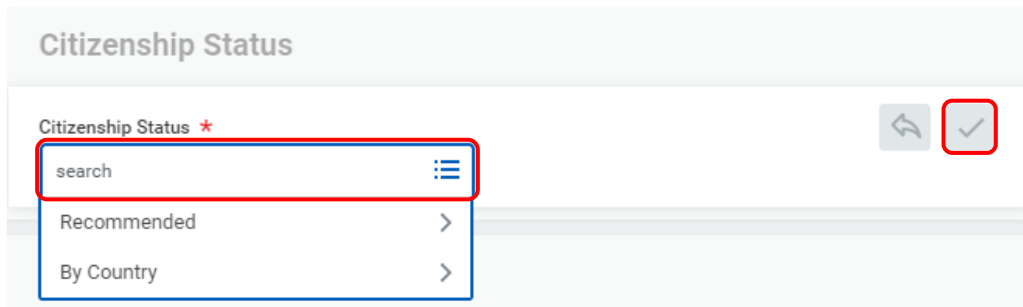
Select *Personal* and then select *Personal Information* and *Edit*



Note: If you would like to amend your Place of Birth, please contact People and Culture by contacting your People & Culture team.

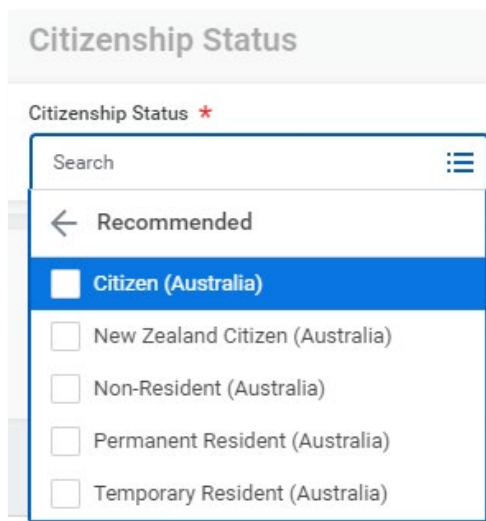
Change of citizenship status/working rights

To change your citizenship status, navigate to the *Citizenship Status* box click in the *citizenship status* search. Select *Recommended*



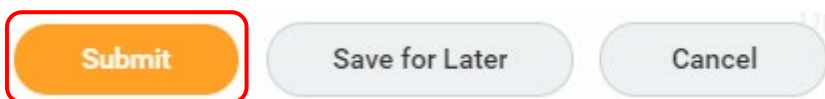
The screenshot shows the 'Citizenship Status' search interface. A search input field contains the text 'search' and is highlighted with a red box. Below the search field, a dropdown menu is open, showing three options: 'Recommended' and 'By Country', both with right-pointing chevrons. A red box highlights the search input field and the dropdown menu. In the top right corner of the search box, there are two icons: a share icon and a checkmark icon, both enclosed in red boxes.

Select the relevant option for you.



The screenshot shows the 'Citizenship Status' search interface with the dropdown menu expanded. The search input field contains the text 'Search'. Below the search field, the dropdown menu is open, showing a list of options. The 'Recommended' option is selected, and the 'Citizen (Australia)' option is highlighted in blue. Other options include 'New Zealand Citizen (Australia)', 'Non-Resident (Australia)', 'Permanent Resident (Australia)', and 'Temporary Resident (Australia)', each with an unchecked checkbox.

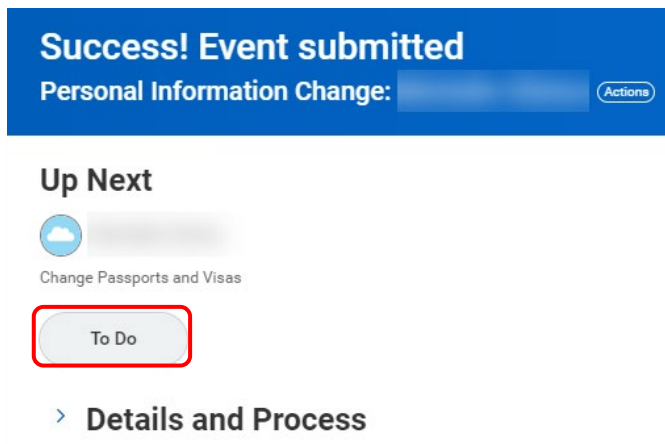
When you have made you changes, click *Submit*.



The screenshot shows three buttons: 'Submit', 'Save for Later', and 'Cancel'. The 'Submit' button is highlighted with a red box.

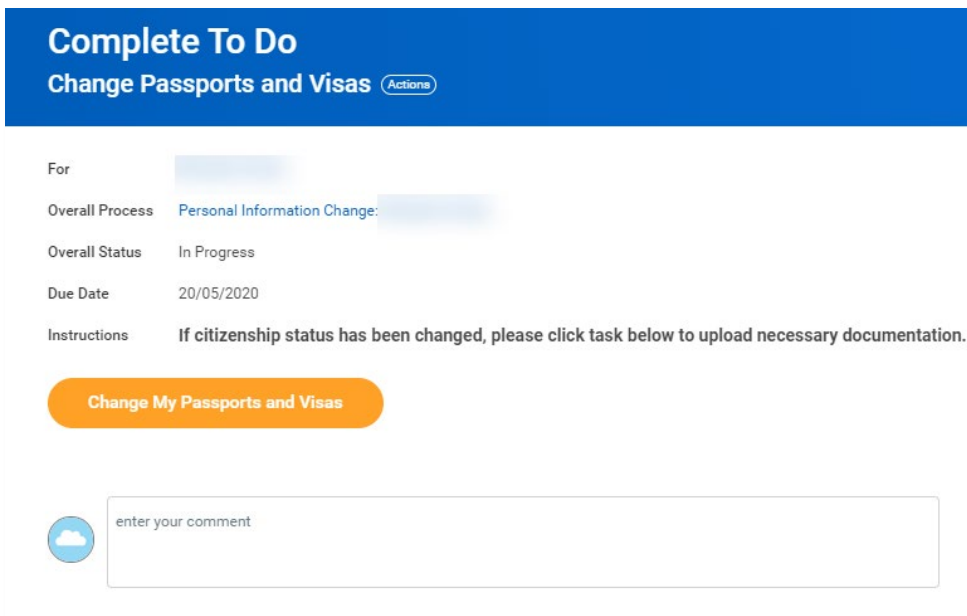
The *Success! Event submitted* screen will appear with an *Up Next* task for you to complete.

Click *To Do*



Complete To Do task will open.

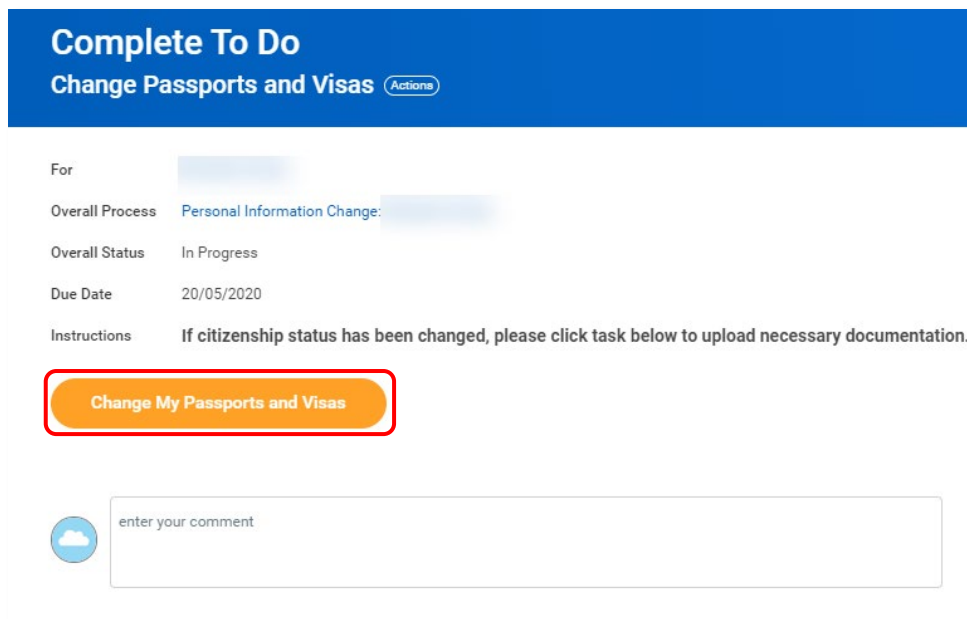
Note the *Instructions: if citizenship status has been changed, please click task below to upload necessary documentation*



If you are an Australian Citizen born before 20 August 1986, you will need to attach a certified copy of your Birth Certificate to your **profile, personal, documents** before submitting the request. Note the process below is for Passports and Visas.

If your required selection is **Non-resident (Australia) or Temporary Resident (Australia)** you will need to add a certified copy of your visa/passport information.

Click *Change My Passports and Visas*



The screenshot shows a 'Complete To Do' task in Workday. The task title is 'Change Passports and Visas' with an 'Actions' button. The task details are as follows:

For	[Redacted]
Overall Process	Personal Information Change: [Redacted]
Overall Status	In Progress
Due Date	20/05/2020
Instructions	If citizenship status has been changed, please click task below to upload necessary documentation.

Below the details is a prominent orange button labeled 'Change My Passports and Visas' which is highlighted with a red border. At the bottom, there is a comment box with a cloud icon and the placeholder text 'enter your comment'.

The *Change My Passports and Visas* Screen will appear.

Change My Passports and Visas

Please note that the supporting documentation must be certified by an appropriate person, e.g. JP or a qualified person as outlined by the Department of Home Affairs

Passports 0 items 🔍 🗨️

+	*Country	*Passport ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Visas 0 items 🔍 🗨️


+	*Country	*Visa ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Drop files here

or

Select files

Submit
Save for Later
Cancel

Click on the  icon to open a line for Passport information and Visa information.

Please note that the supporting documentation must be certified by an appropriate person, e.g. JP or a qualified person as outlined by the Department of Home Affairs

Passports 1 item

+	*Country	*Passport ID Type	Identification #	Issued Date
-	<input type="text"/>	<input type="text"/>	<input type="text"/>	DD / MM / YYYY

Complete the information relevant to you

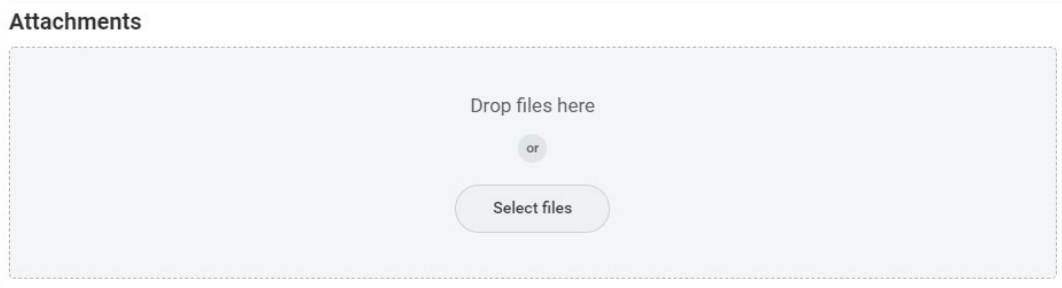
Passport

Country
 Passport ID Type
 Identification #
 Issued Date
 Expiration Date

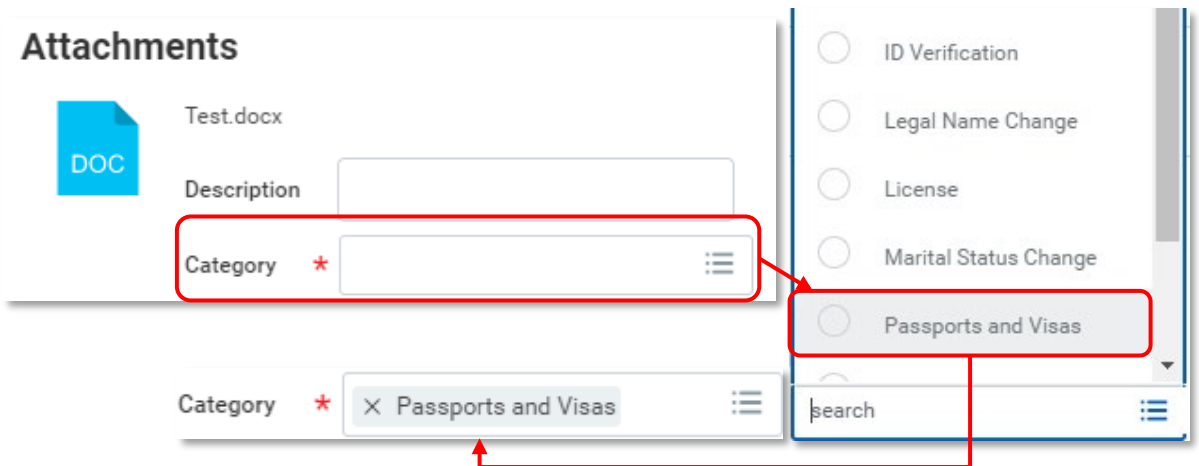
Visas

Country
 Visa ID Type
 Identification #
 Issued Date
 Expiration Date

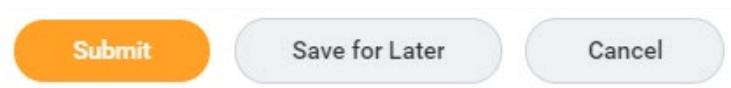
Add your certificated documentation (passport/visa).



Select *Category – Passports and Visas*



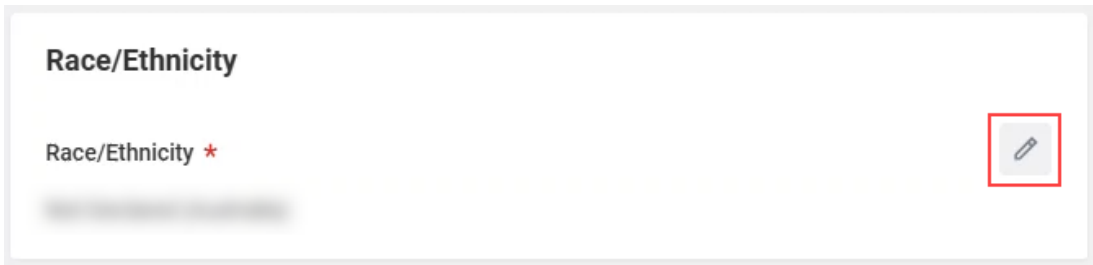
Select *Submit*



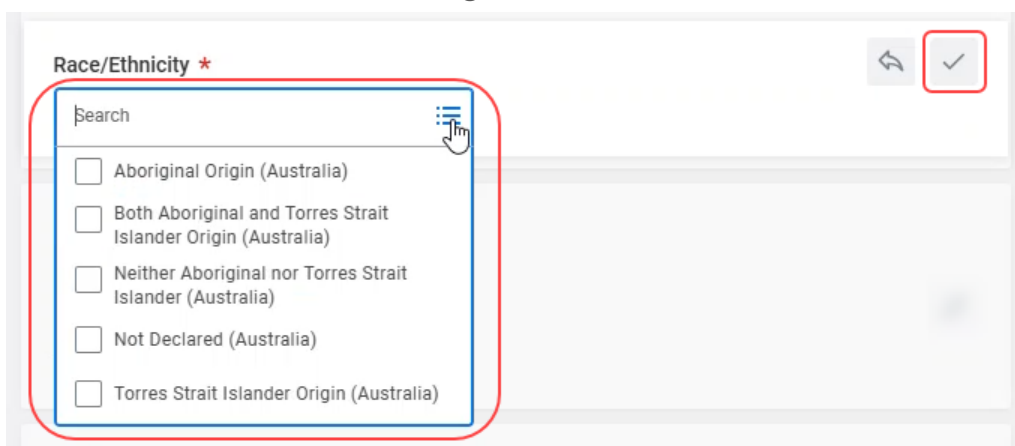
People and Culture will have an *Up Next* task to complete. You will receive a notification once approved, or a task in your inbox if further information is required.

Change of race/ethnicity

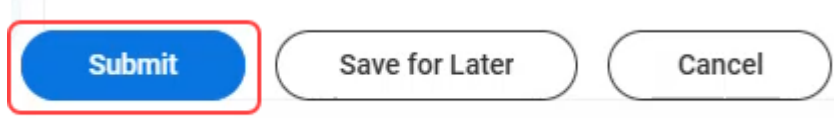
To change your race/ethnicity information, from your profile, personal information click edit, scroll down to the *Race/Ethnicity* box. Click on the pencil to edit.



Click in the Search box and from the drop down, select your race/ethnicity and click on the save tick on the right when done.



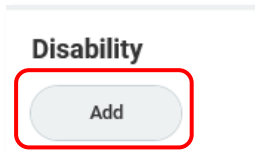
When you have made your changes, click *Submit*.



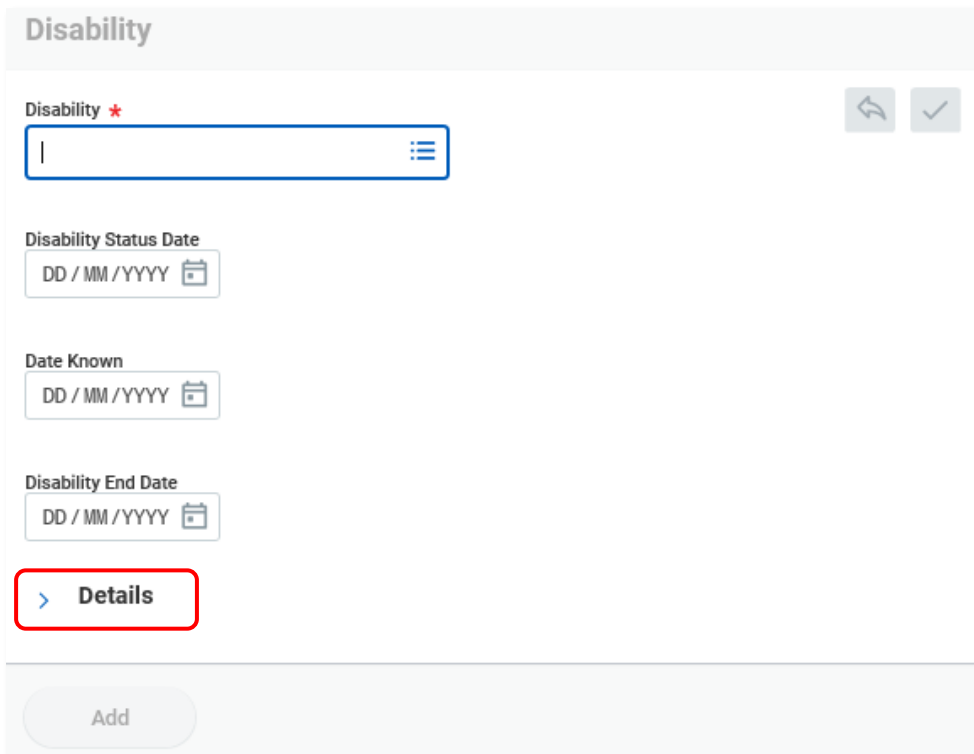
Note: If you are trying to update your race/ethnicity to Aboriginal and/or Torres Strait Islander Origin and experience issues, please email: Indigenous.Employment@flinders.edu.au.

Change of disability information

To change your disability information, from your profile, personal information click edit, scroll down to *Disability* click *Add*.



Complete the information relevant to you. Open the Details section, complete any relevant fields and click on the save tick on the right when done. Note: if the required disability option is not available, please choose Other (Australia).

A screenshot of the 'Disability' form. The title 'Disability' is at the top. Below it is a dropdown menu for 'Disability *' with a red asterisk and a save icon (a tick in a box) to its right. Below the dropdown are three date fields: 'Disability Status Date', 'Date Known', and 'Disability End Date', each with a calendar icon. At the bottom of the form is a button labeled '> Details' with a red border, and an 'Add' button at the very bottom.

Select Details and complete any relevant fields.

Details

Work Restrictions

Accommodations Requested

Accommodations Provided

Rehabilitation Requested

Rehabilitation Provided

Note

When you have made your changes, click *Submit*.

Submit Save for Later Cancel