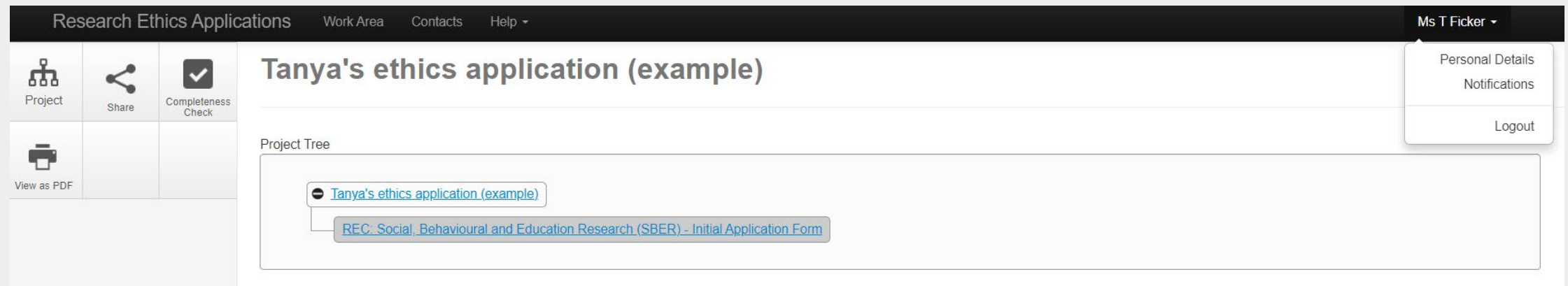


# How do I update my personal details as displayed under Question 3.4 of the application form

You can update or amend your personal details by navigating to the "Personal Details" tab (located in the top right section of the screenshot below). Please complete all the fields. After saving your changes, return to your form and re-add your name in the Principal Investigator section (the updated details will now be included). Finally, remember to save the form.



The screenshot displays the 'Research Ethics Applications' web interface. The top navigation bar includes 'Work Area', 'Contacts', and 'Help'. The user is logged in as 'Ms T Ficker'. The main content area is titled 'Tanya's ethics application (example)'. On the left, there are utility buttons for 'Project', 'Share', 'Completeness Check', and 'View as PDF'. The 'Project Tree' section shows a tree structure with 'Tanya's ethics application (example)' expanded to reveal 'REC: Social, Behavioural and Education Research (SBER) - Initial Application Form'. On the right, a dropdown menu is open, showing 'Personal Details', 'Notifications', and 'Logout' options.