



Personal Details App

Purpose

The purpose of the **Personal Details App** is to supply the functionality where a person can update their:

- Title
- Initials
- Preferred Name
- Maiden Name/Surname at Birth
- Marital Status
- Home Language

To view the details as it is according to Home Affairs, click of the “Get Details from Home Affairs” button (this can only be done once per session). After clicking the “Get Details from Home Affairs” the First Names and Surname blocks will be open for changes if needed. Any other changes made to your Home Affairs information will require you to add a copy of your ID document.

Steps for employees

1. Sign into the **Personal Details App**.
2. Provide the following information:
 - Title – This field will require certain documents for certain title changes. Changes made that needs documents to be added will be sent for approval.
 - Initials.
 - Preferred Name.
 - Marital Status - This field will require a marriage certificate.
 - Home Language.
 - For Non South African employees a passport number is required.
3. When done, click on Submit. Your information will be updated accordingly.

Steps for undergraduate and postgraduate students

1. Sign into the **Personal Details App**.
2. Provide the following information:
 - Title - This field will require certain documents for certain title changes. Changes that needs documents to be added will be sent for approval.
 - Initials.
 - Preferred Name.
 - Marital Status - This field will require a marriage certificate.
 - Home Language.
 - For Non South African students a passport number is required.
3. When done, click on Submit. Your information will be updated on the NWU student system.

Steps for when a document upload is required

To upload documents first click on the “File Upload” dropdown list and choose the document that will be uploaded, then click on the “Select File” button and choose the file which will be uploaded. After the file is uploaded the file can be viewed via the “View Uploaded File” button.

Need help?

The **Personal Details App** is available from the DIY Services Portal. Open the browser and navigate to <http://www.nwu.ac.za>. Click on the “DIY Services” link in the page footer.

Sign in with your NWU number and network password. Click on the “Undergraduate Students”, or “Postgraduate”, or “Staff” link at the top of the page, just below the page header. Click on the **Personal Details App** icon.

To sign out, click on the “Logout” button in the page header.

For help regarding the **Personal Details App**, contact Francois Conradie at 018 299 4882 or send an email to 12324159@nwu.ac.za.