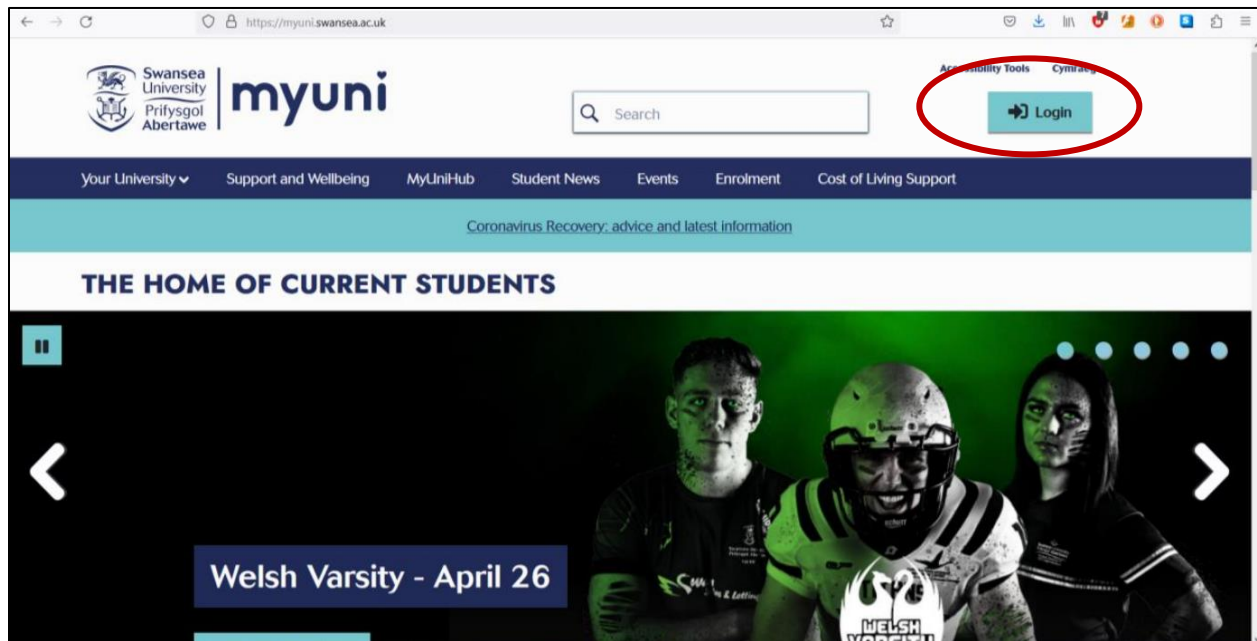
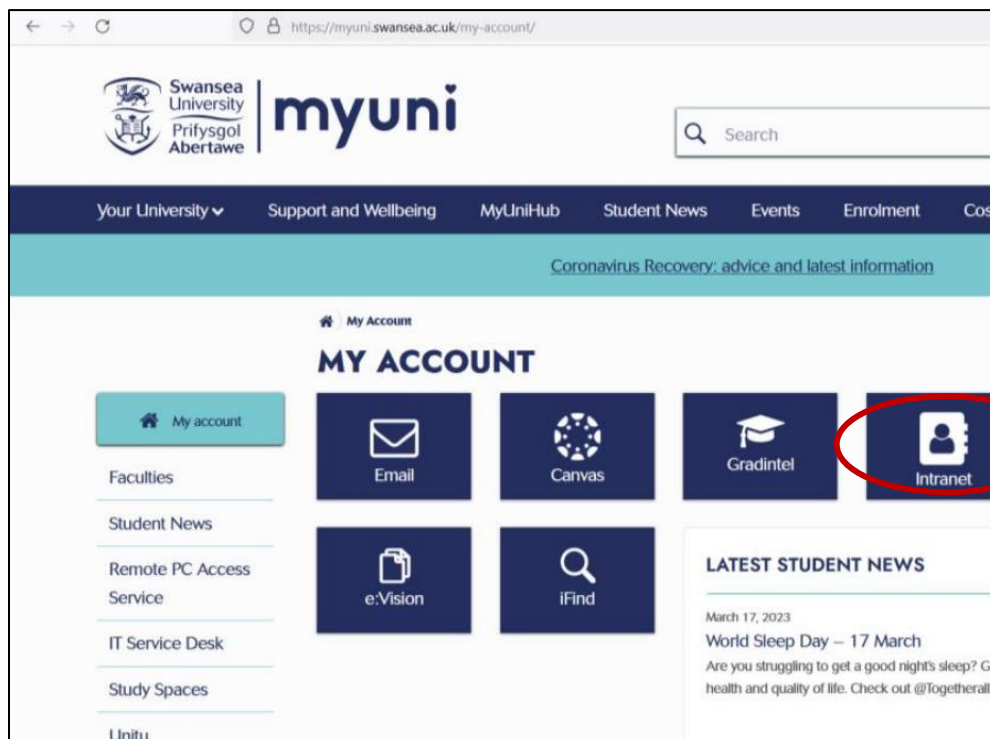


Updating my details at Swansea University

Step 1: Open <https://myuni.swansea.ac.uk> , click login and sign in with your student details.

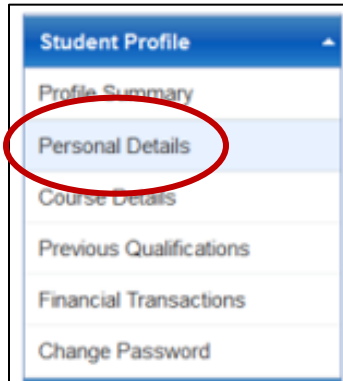


Step 2: You will automatically be presented with the 'My account' screen – click Intranet.

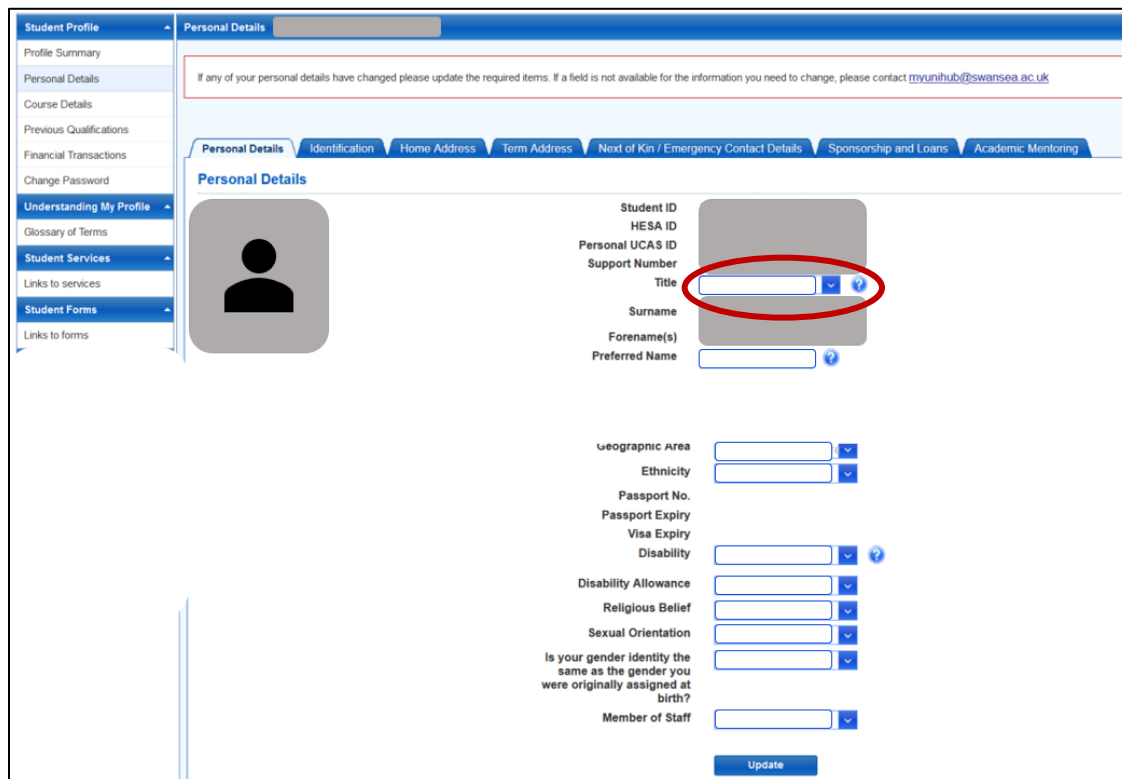


Email equalities.campuslife@swansea.ac.uk for more info

Step 3: Once the Intranet opens select 'Personal Details' in the left-hand navigation.



Step 4: Choose your title by clicking on it within the list.

A screenshot of the 'Personal Details' form in a web application. The form is titled 'Personal Details' and has several tabs: 'Personal Details', 'Identification', 'Home Address', 'Term Address', 'Next of Kin / Emergency Contact Details', 'Sponsorship and Loans', and 'Academic Mentoring'. The 'Personal Details' tab is active. The form contains several fields: 'Student ID', 'HESA ID', 'Personal UCAS ID', 'Support Number', 'Title', 'Surname', 'Forename(s)', 'Preferred Name', 'Geographic Area', 'Ethnicity', 'Passport No.', 'Passport Expiry', 'Visa Expiry', 'Disability', 'Disability Allowance', 'Religious Belief', 'Sexual Orientation', 'Is your gender identity the same as the gender you were originally assigned at birth?', and 'Member of Staff'. The 'Title' dropdown menu is highlighted with a red oval. There is an 'Update' button at the bottom of the form.

Email equalities.campuslife@swansea.ac.uk for more info

Step 5: Locate 'Preferred Name' and update your name in the free text box.

The screenshot shows the 'Personal Details' section of a student profile. The 'Preferred Name' field is highlighted with a red circle. The form includes various fields for personal information, including Student ID, HESA ID, Personal UCAS ID, Support Number, Title, Surname, Forename(s), and Preferred Name. Below these are fields for Geographic Area, Ethnicity, Passport No., Passport Expiry, Visa Expiry, Disability, Disability Allowance, Religious Belief, Sexual Orientation, and a question about gender identity. An 'Update' button is at the bottom.

Step 6: You can **optionally** update the "Is your gender identity the same as the gender you were originally assigned at birth?"

The screenshot shows the 'Personal Details' section of a student profile. The 'Is your gender identity the same as the gender you were originally assigned at birth?' field is highlighted with a red circle. The form includes various fields for personal information, including Student ID, HESA ID, Personal UCAS ID, Support Number, Title, Surname, Forename(s), and Preferred Name. Below these are fields for Geographic Area, Ethnicity, Passport No., Passport Expiry, Visa Expiry, Disability, Disability Allowance, Religious Belief, Sexual Orientation, and a question about gender identity. An 'Update' button is at the bottom.

Email equalities.campuslife@swansea.ac.uk for more info

Step 7: Click 'Update'.

The screenshot shows a web interface for updating personal details. On the left is a navigation menu with 'Personal Details' selected. The main area has a sub-header 'Personal Details' and a tabbed interface with 'Personal Details' active. A message at the top states: 'If any of your personal details have changed please update the required items. If a field is not available for the information you need to change, please contact myuni@swansea.ac.uk'. The form contains various input fields, many of which are currently greyed out. The 'Update' button at the bottom right is highlighted with a red circle.

Your updates will be shown on **canvas** and **emails** from the university.

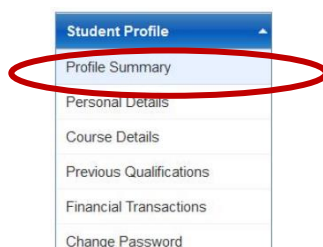
However, this action will not alter official documents or your university PC account.

To update your official name, email Student Records (studentrecords@swansea.ac.uk) with evidence of a legal name change such as a [Deed Poll](#). Your Deed Poll does not need to be enrolled.

Your name change request is actioned within 3-5 working days, but typically sooner in quieter periods. International Students please contact international.campuslife@swansea.ac.uk as your legal name must be consistent between passport and visa. Refusal is only made when no evidence of name change is provided.

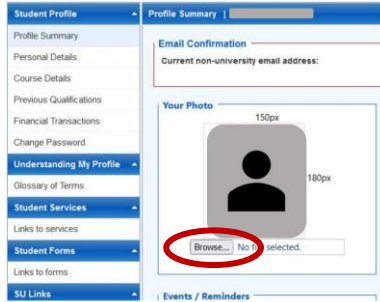
You can also ask for your gender marker to be changed; your options will be Male/Female/Non-binary/Other. All requests to change gender are approved.

Step 8: To update your profile picture navigate to 'Profile Summary'.



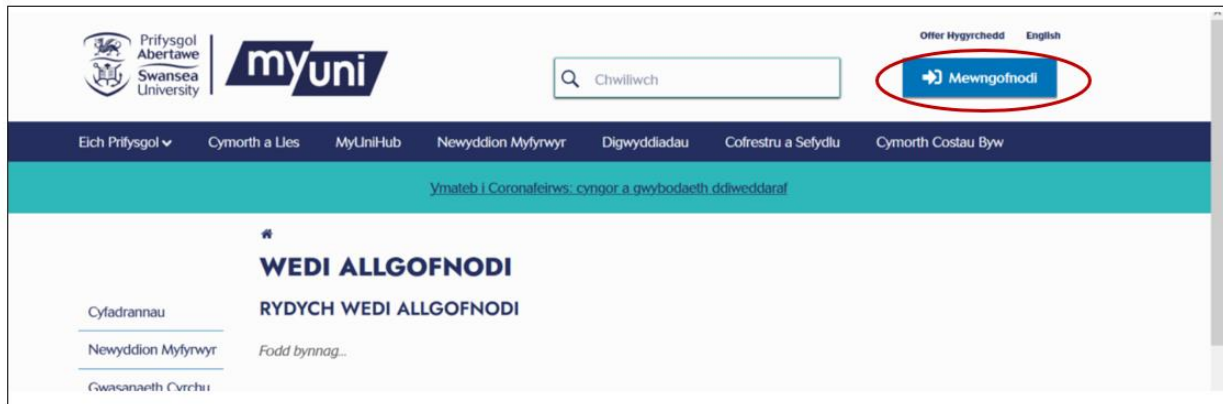
Step 9: Select 'Browse' and upload a new photo that is 150px by 180px.

Email equalities.campuslife@swansea.ac.uk for more info



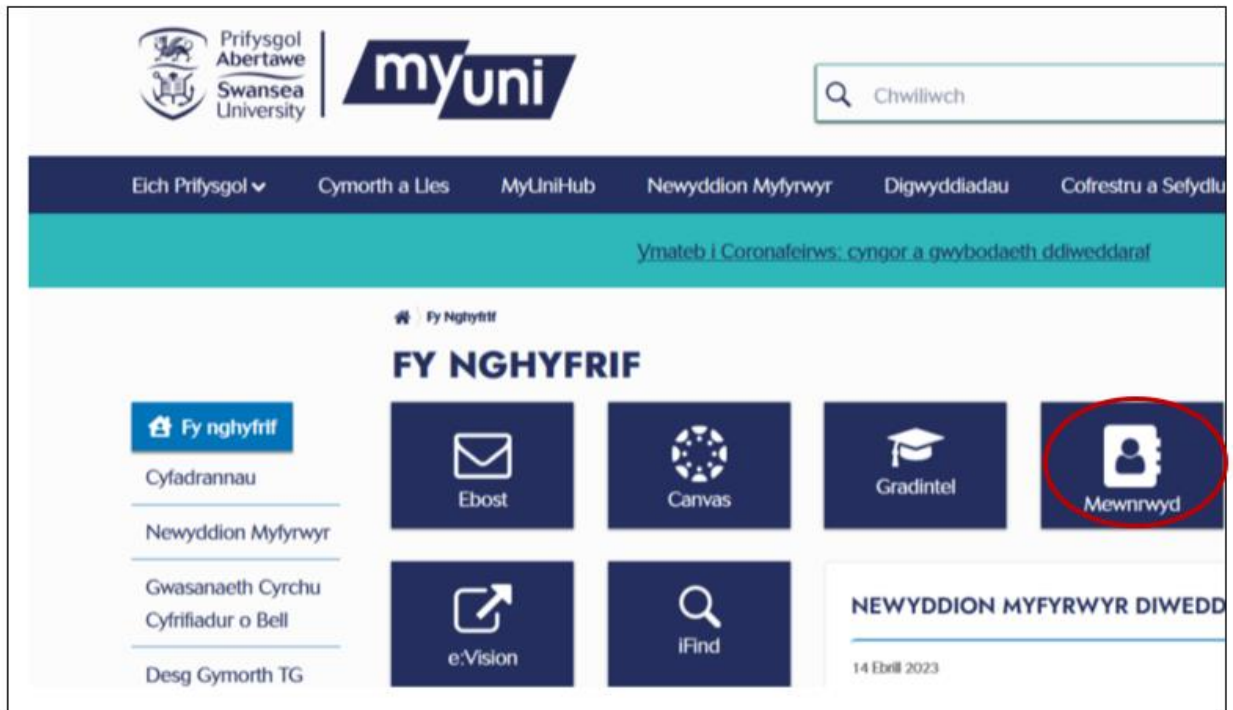
Diweddaru fy manylion ym Mhrifysgol Abertawe

Cam 1: Agorwch <https://myuni.swansea.ac.uk/cy/>, cliciwch ar mewngofnodi a nodwch eich manylion myfyriwr.



Email equalities.campuslife@swansea.ac.uk for more info

Cam 2: Bydd' y sgrîn 'Fy Nghyfrif' yn ymddangos yn awtomatig - cliciwch ar 'Mewnrwyd'.



Cam 3: Unwaith bydd y Fewnrwyd yn agor, dewiswch 'Manylion Personol' yn y bar llywio ar y chwith.



Cam 4: Dewiswch eich teitl drwy glicio arno yn y rhestr.

Email equalities.campuslife@swansea.ac.uk for more info

Cam 6: Gallwch ddiweddarau "Ydy eich hunaniaeth rywedd yr un peth â'r rhywedd pan gawsoch chi eich geni?" **os ydych yn dymuno**

Cenedligrwydd ?

Ardal Ddaearyddol

Hunaniaeth Genedlaethol
1: ?
2:

Ethnigrwydd

Rhif Pasbort
Dyddiad Terfyn eich Pasbort

Anabledd ?

Lwfans Anabledd

Religious Belief

Sexual Orientation

A yw eich hunaniaeth o ran rhywedd yr un fath â'r hyn a bennwyd ar eich cyfer pan anwyd chi?

Aelod o Staff

Diweddarau

Cam 7: Cliciwch 'Diweddarau'.

Cenedligrwydd ?

Ardal Ddaearyddol

Hunaniaeth Genedlaethol
1: ?
2:

Ethnigrwydd

Rhif Pasbort
Dyddiad Terfyn eich Pasbort

Anabledd ?

Lwfans Anabledd

Religious Belief

Sexual Orientation

A yw eich hunaniaeth o ran rhywedd yr un fath â'r hyn a bennwyd ar eich cyfer pan anwyd chi?

Aelod o Staff

Diweddarau

Bydd eich diweddariadau i'w gweld ar **canvas** ac ar **e-byst** gan y brifysgol.

Serch hynny, ni fydd y gweithredu hwn yn newid dogfennau swyddogol na'ch cyfrif cyfrifiadur personol yn y brifysgol.

I ddiweddarau eich enw swyddogol, e-bostiwch Gofnodion Myfyrwyr (studentrecords@abertawe.ac.uk)

Email equalities.campuslife@swansea.ac.uk for more info

gyda thystiolaeth o newid enw'n gyfreithiol megis [Gweithred Newid Enw](#). Nid oes angen cofrestru eich Gweithred Newid Enw.

Fyfyrywyr rhyngwladol, a wnewch chi e-bostio international.campuslife@abertawe.ac.uk oherwydd bod yn rhaid i'ch enw cyfreithiol fod yn gyson rhwng eich pasbort a'ch fisa.

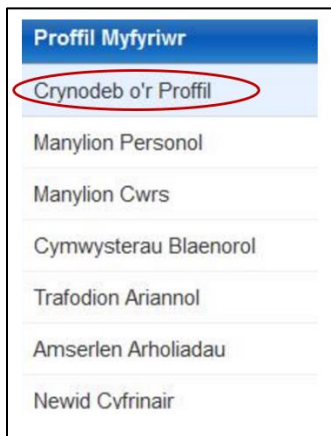
Mae'r rhan fwyaf o geisiadau i newid rhywedd yn cael eu cymeradwyo. Gwrthodir hynny dim ond pan na ddarperir tystiolaeth o newid enw.

Caiff eich cais i newid enw ei gyflawni ymhen 3-5 niwrnod gwaith, ond yn gynt fel arfer yn ystod cyfnodau tawelach.

Gallwch hefyd ofyn i'ch marciwr rhywedd gael ei newid; dyma fydd eich opsiynau:

Gwryw/Benyw/Anneuaidd/Arall.

Cam 8: I ddiweddarau eich llun proffil, ewch i 'Crynodeb Proffil'.



Cam 9: Dewiswch 'Pori' a lanlwytho llun newydd sy'n 150px fesul 180px.



Email equalities.campuslife@swansea.ac.uk for more info