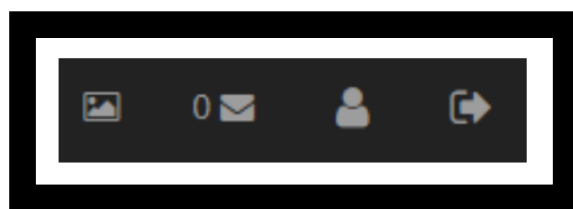


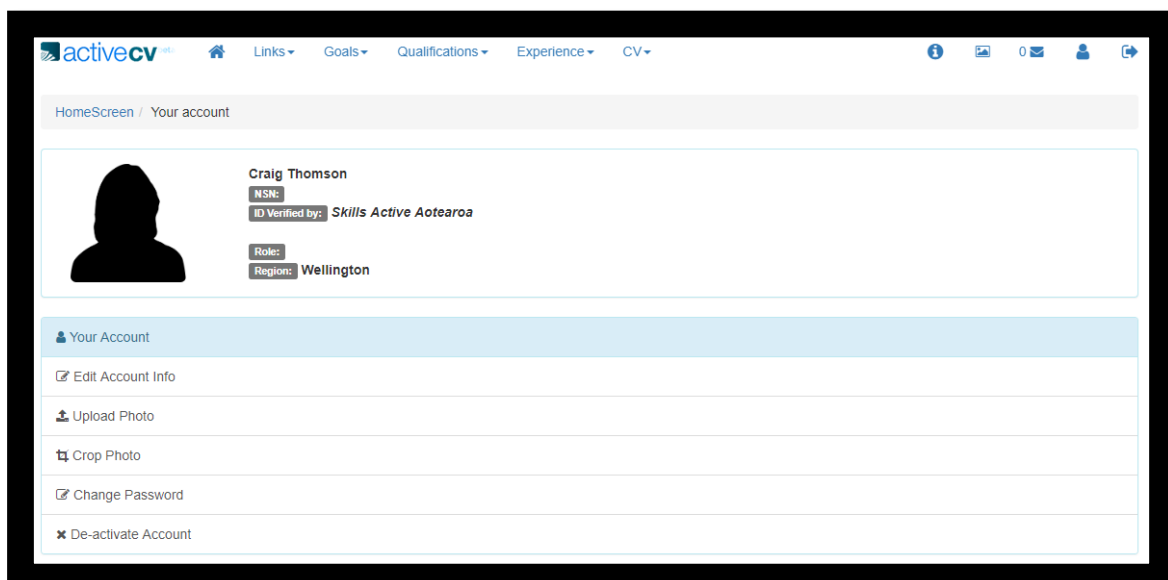
How to update your personal details on NZRRP

The purpose of this guide is to help you make sure your details displayed on NZRRP are correct. To do this you must first have an ActiveCV Individual account.

1. Log into your ActiveCV Individual account. If you have any trouble with logging in, contact us at helpdesk@skillsactive.org.nz and we will help you.
2. To add or change your details as they appear on NZRRP, find and click the **Person** icon in the top right corner:



3. After clicking the **Person**, the following screen will display:



4. To update your account information, select **Edit Account Info**, and the following screen will display:

Your Account Information
User ID: 319566

Some data has been used for verification of your account and cannot be changed.

Username: craigthomson01@me.com

NSN:

Title:

First Name: Craig

Last name: Thomson

Known as:

Date of Birth:

Gender: ▼

Job Title:

Contact email address: craigthomson@me.com

Street Address Line 1:

Street Address Line 2:

Area:

City:

Region: ▼

Post/Zip Code:

Phone (Main) Number:

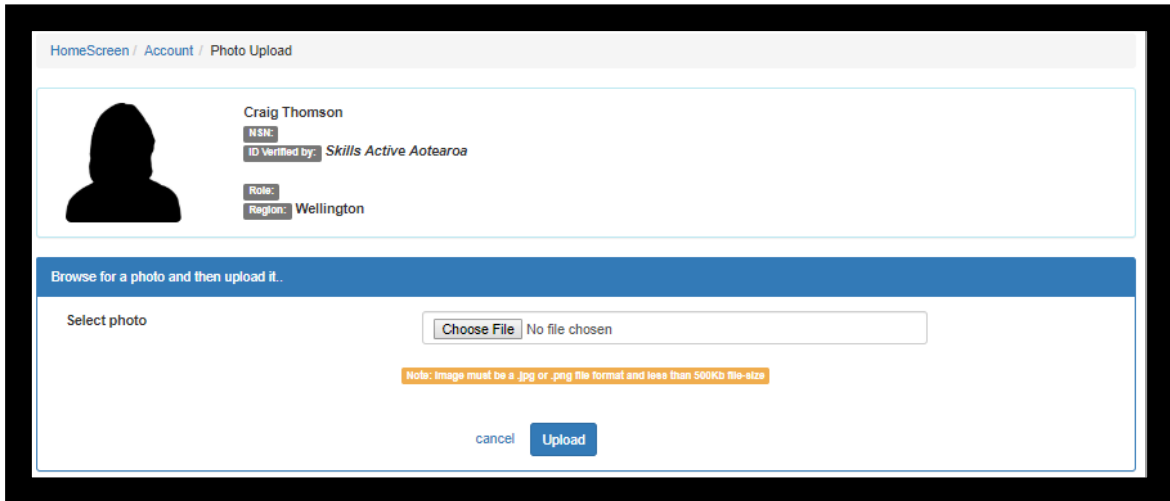
Phone (Other) Number:

Verification Question: ▼

Verification Answer:

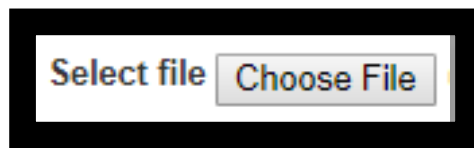
You can change anything on this page except for the **Username**. To change your **Username**, contact your Skills Active learning support advisor (LSA). You can find the right learning support advisor for your region, and their contact details, at: www.skillsactive.org.nz/contact-us/

5. To add an image to your profile or change your existing image, from the **Your Account** screen, find and select **Upload Photo**. The following screen will display:



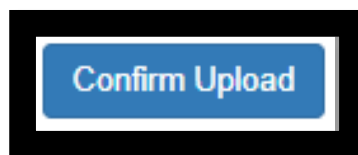
Please note: Your picture file must be either .JPG or .PNG and the file size must not exceed 250KB.

Select the **Choose File** button:



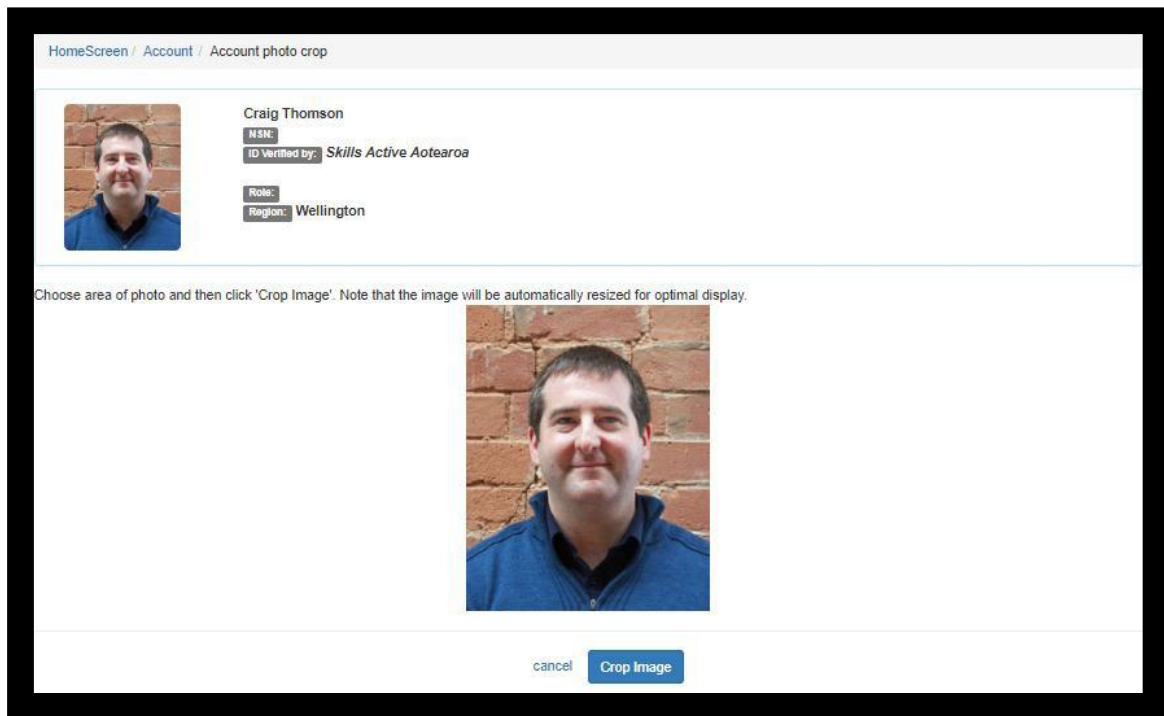
If your picture is suitable, the file name will appear next to the **Choose File** button.

Once you are happy with the file you have selected, select the **Confirm Upload** button:



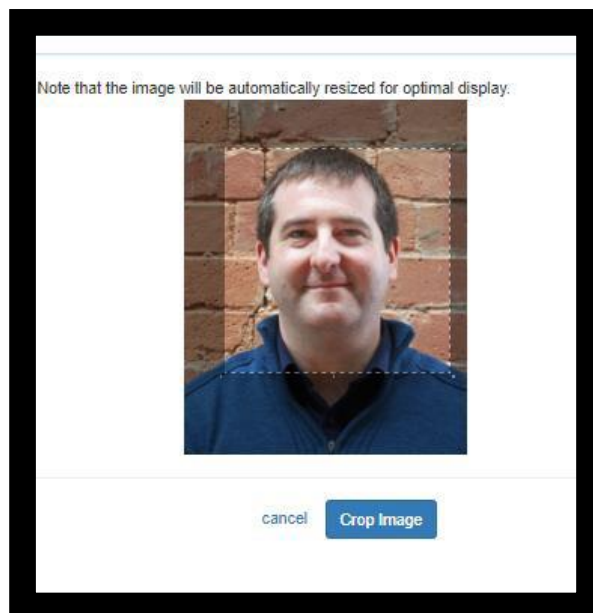
Your image will now display on your ActiveCV page, and it can also be set to display on NZRRP.

To crop your image, from the **Account Management** screen, find and select **Crop Photo**. The following page will then display:



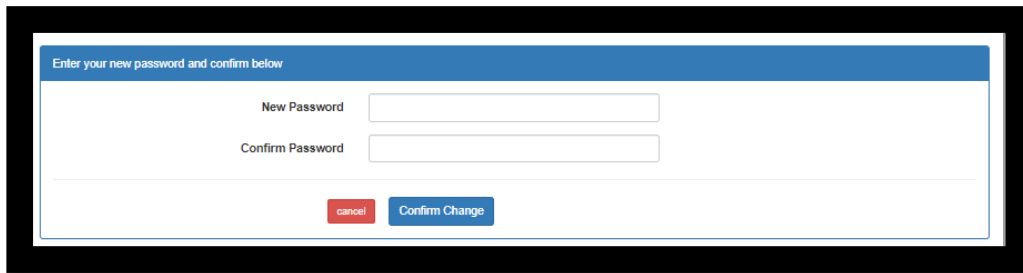
Use your mouse to create a square crop field. Anything outside the square will be discarded.

If you're not happy with the crop, select **Cancel**. When you are happy with your crop, select **Crop Image**.



Your image will now be saved. If you want to re-do your crop after you've clicked **Crop Image**, you will need to re-upload your image and start again.

6. To change your password, from the **Account Management** screen, select **Change Password** and the following screen will display:

A screenshot of a web form for changing a password. The form has a blue header bar with the text "Enter your new password and confirm below". Below the header, there are two input fields: "New Password" and "Confirm Password". At the bottom of the form, there are two buttons: a red "cancel" button and a blue "Confirm Change" button.

When you have entered your new password, select **Confirm Change** to save your new password.

If you do not want to change your password, select **Cancel** to keep the old password, and you will be taken back to the **Account Management** screen.

7. Deactivating your account

If you want to close down your ActiveCV account, you can find the **De-activate Account** button on the **Account Management** screen.