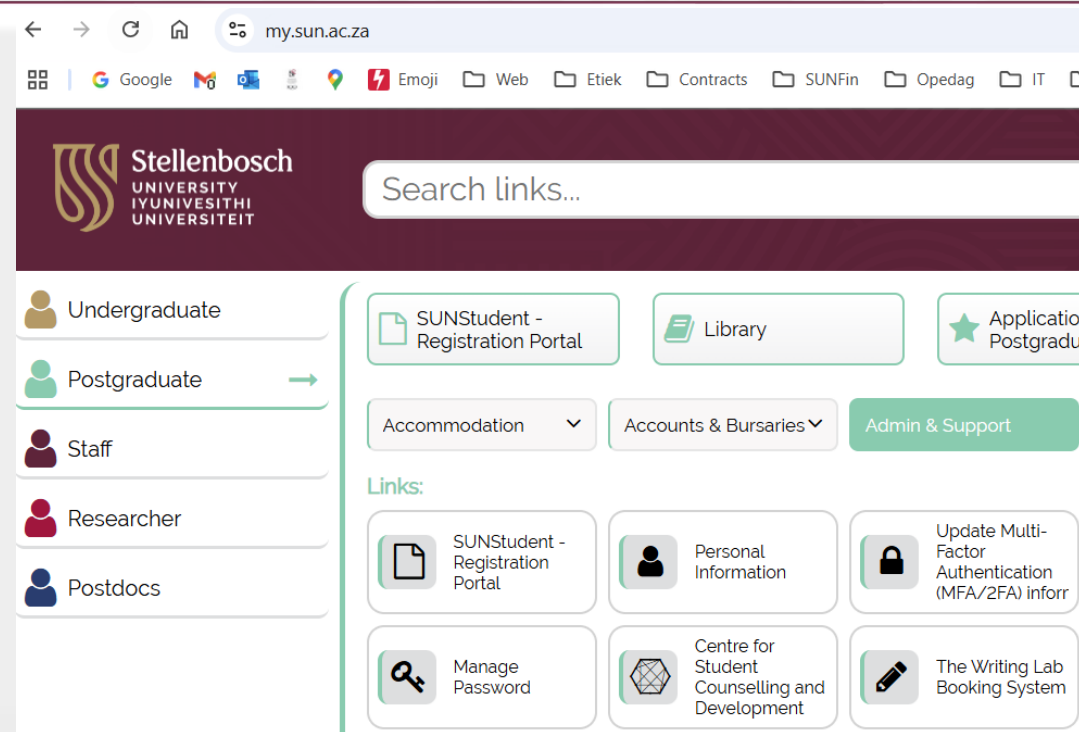


How do I change my email address as displayed under Question 3.4 of the application form?

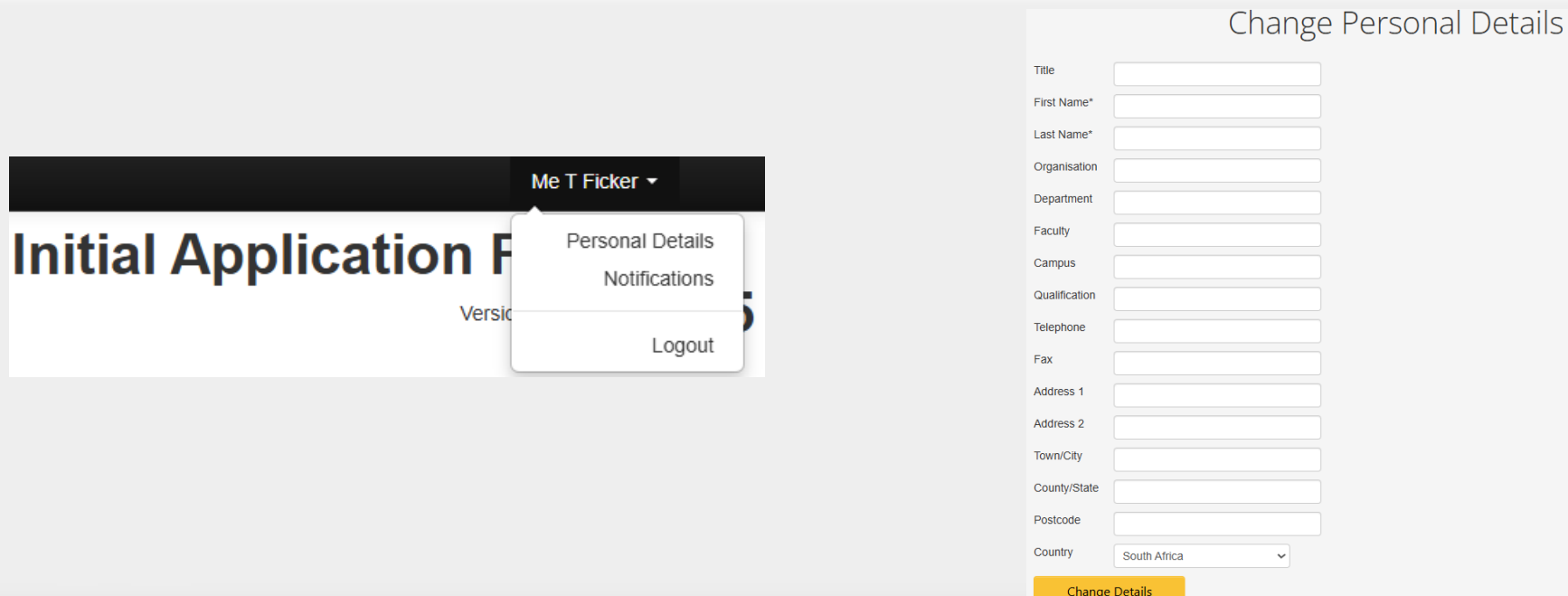
If you'd like to update your email preferences, please try **both** of these two methods (scroll down to the next page to view the second method). As per university policy, all communication related to ethics applications must be conducted using your official SU email address. Personal email accounts such as Gmail, Hotmail, etc, may not be used for this purpose.

1) Visit the [My.Sun](https://my.sun.ac.za) webpage. From there, select the “Postgraduate” tab (sidebar on the left), select the “Admin & Support” tab (in light green below), and then click on the “Personal Information” tab (see below).



How do I change my email address as displayed under Question 3.4 of the application form?

2) It is possible to update/amend your personal details on the Infonetica system (i.e. where you complete your online ethics application form), but you need to do so from the “Personal Details” tab (see screenshot below). Click on your name in the top right corner of the Infonetica system, then click on the “Personal Details” tab. Complete all the relevant fields (fax = enter dummy value; campus = SU student number; qualification = SU email address; organisation = Stellenbosch University). Save the changes (click on “Change Details”), then return to your application form and re-add your name in the PI section. The completed fields will now be added. Save the form to retain these changes.



The screenshot displays the Infonetica system interface. On the left, a sidebar shows the 'Initial Application Form' and a user profile for 'Me T Ficker'. A dropdown menu is open, highlighting the 'Personal Details' tab. The main area on the right is titled 'Change Personal Details' and contains a form with the following fields: Title, First Name*, Last Name*, Organisation, Department, Faculty, Campus, Qualification, Telephone, Fax, Address 1, Address 2, Town/City, County/State, Postcode, and Country (set to South Africa). A yellow 'Change Details' button is at the bottom of the form.