WSI Online Quick Guide
Students – Edit and update your student profile

Edit or Update your WSI Online Profile
Log in to WSI Online http://wsionline.wsi.tafensw.edu.au/

1. Enter your **Username** (DEC username e.g. firstname.lastname4).
   Your username and password was provided to you when you enrolled. It is on your enrolment confirmation and/or receipt.

2. Enter your **Password**.
   Your password was given to you during the enrolment process. You may have changed this password from that given to you.

3. Click on **Login**.

4. Once you have successfully logged in to WSI Online you should see your name (in bold letters) in the top right hand corner of the screen. ↓

5. Click on your name to open your student profile page. ↓

![Student Profile Screen](image-url)
6. If you would like to update or edit the information in your student profile or add a photograph of yourself, click on the Administration button to the left of your profile page and choose My Profile settings > Edit profile. →

7. You should now see the Edit profile screen ↓.

![Edit profile screen](image)

This enables you to edit the settings and information associated with your profile. To change the information, scroll down the screen and type or delete information in the appropriate boxes.

If you choose to update your email address, you will be asked to verify the change to your email address by opening your email and following the link supplied.

8. When you have finished making changes to your profile, left-click the Update profile ↓ button at the bottom of the screen.