

## Does SAIS have the correct information for you?

## Access your profile

To access your profile, browse to the SAIS website (<u>www.sais.co.za</u>) and select the 'Students and Members' option at the top of the screen.



## **Update Details**

Once you have accessed your profile you will then be able to check and update any information that is outdated or missing. Select the **'Edit Details'** heading at the top.

LUser Profile	Details CE Exam and Course Applications Application History Invoice History	
Required fields are marked	by *	
User Details User Details	alls (continued) User Details (continued) Contact Details Physical Address Postal Address I	Password
Title*	& Mr. v	
First Name: *	& Super	
Middle Name:	4	
Last Name: *	a Admin	
Former Last Name (If Applicable):	a.	
Date of Birth: *	m 08/09/1988	

The information has been split into specific tabs to allow you to easily update key information. Ensure the information is correct and select **'Next'** to move to the following tab.

LUser Profile	Details 🛛 Exam and Course Applications 🔹 O Application History 🛸 Invoice History 🏙 CPD Login	
Required fields are marked	i by "	
User Details User Deta	tails (continued) User Details (continued) Contact Details Physical Address Postal Address Passwo	rd
Title *	الله Mr. ۲	
First Name: "	a Super	
Middle Name:	۵	
Last Name: *	& Admin	
Former Last Name (If Applicable):	å	
Date of Birth: *	08/09/1988	

Make sure that you submit the form by completing all the tabs, ending in the **'Password'** tab.

SAIS Members – How to update your details – As at 15 April 2020