

# MENGUBAH RINCIAN KONTAK

## Anda dapat memperbarui rincian kontak Anda melalui e-student

Pastikan bahwa Anda secara rutin *log-in* ke e-student untuk memperbarui rincian kontak Anda:

- semester dan alamat rumah anda; wajib menggunakan alamat tempat tinggal
- nomor telepon Anda; telepon rumah dan ponsel
- alamat email pribadi Anda
- rincian kontak darurat Anda (orang yang pertama-tam dihubungi seandainya terjadi sesuatu pada Anda)

### Mahasiswa internasional:

Para mahasiswa diwajibkan untuk memberitahukan UTS Insearch Student Centre mengenai perubahan alamat, email pribadi atau nomor telepon dalam waktu 7 hari sejak perubahan. Ini merupakan persyaratan visa pelajar Anda dan wajib dilakukan untuk memenuhi syarat visa Anda. Tidak mematuhi peraturan ini akan berakibat pembatalan visa pelajar Anda oleh Department of Home Affairs (Departemen Dalam Negeri).

### Mahasiswa Internasional DI BAWAH usia 18 tahun:

Anda harus tinggal di akomodasi yang telah disetujui oleh Department of Home Affairs atau UTS Insearch. Untuk mengubah alamat Anda, Anda perlu menghubungi UTS Insearch Student Centre untuk memperbarui rincian kontak Anda karena UTS Insearch bertanggung jawab untuk mengonfirmasi bahwa akomodasi dan pengaturan perlindungan kesejahteraan Anda memadai.

**Harap diingat bahwa hanya rincian kontak berikut yang dapat diperbarui melalui e-student:**

#### 1. Alamat:

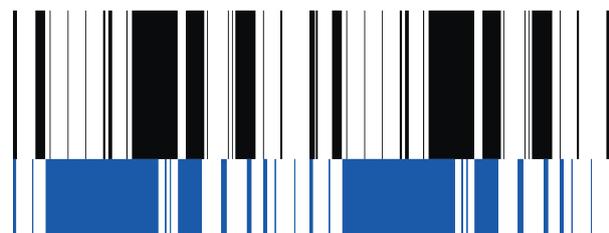
- Alamat Tetap (Alamat di luar negeri)
- Alamat (Sydney) Semester berjalan (Alamat rumah saat ini di Sydney)

#### 2. Nomor telepon:

- Telepon Rumah Tetap (Nomor Telepon Rumah di Luar Negeri)
- Telepon (Sydney) Semester berjalan (Telepon rumah saat ini di Sydney)
- Ponsel (Nomor ponsel di Sydney)
- Ponsel Luar Negeri (Nomor ponsel di luar negeri)

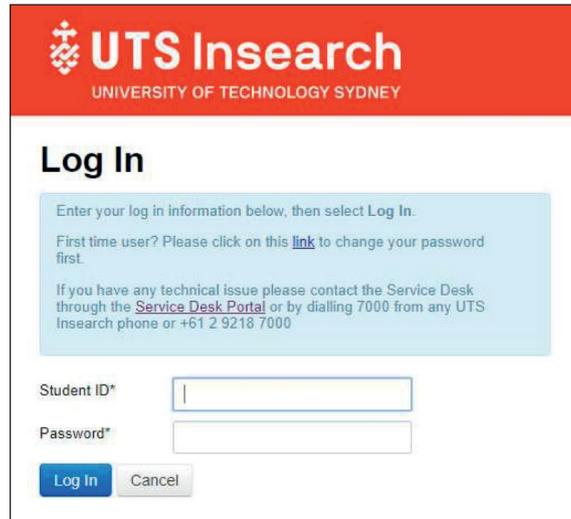
**3. Email:** Alamat surel/email pilihan Anda (Email pribadi)

#### 4. Rincian Kontak Darurat



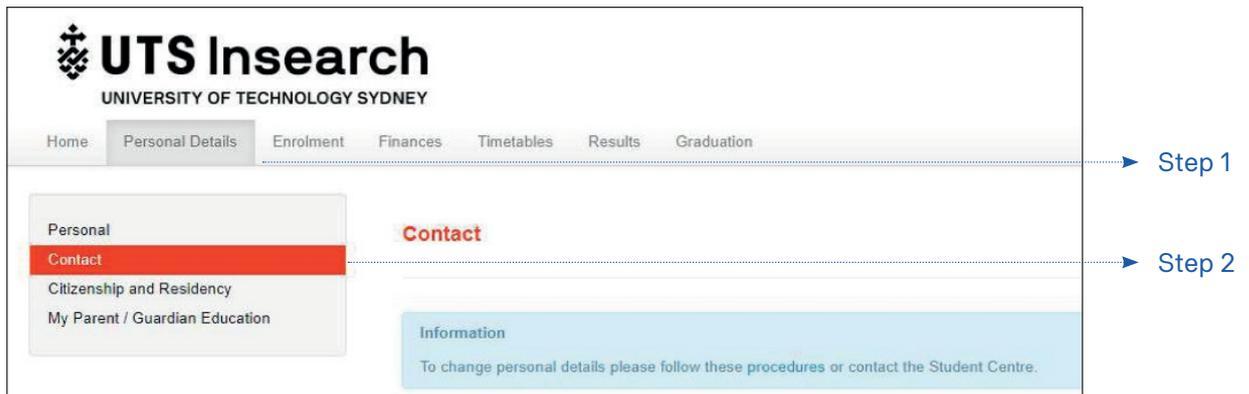
# UNTUK MEMPERBARUI RINCIAN KONTAK ANDA, IKUTILAH INSTRUKSI BERIKUT

1. Kunjungi e-student
2. Masukkan student ID dan Password Anda; klik 'Log In'



The screenshot shows the UTS Insearch login interface. At the top, there is a red header with the UTS logo and the text 'UTS Insearch UNIVERSITY OF TECHNOLOGY SYDNEY'. Below the header, the title 'Log In' is displayed. A light blue box contains instructions: 'Enter your log in information below, then select Log In. First time user? Please click on this [link](#) to change your password first. If you have any technical issue please contact the Service Desk through the [Service Desk Portal](#) or by dialling 7000 from any UTS Insearch phone or +61 2 9218 7000'. Below the instructions are two input fields: 'Student ID\*' and 'Password\*'. At the bottom of the form are two buttons: 'Log In' (blue) and 'Cancel' (grey).

3. Dari laman 'Home', klik tab 'Personal Details' kemudian 'Contact'.



The screenshot shows the UTS Insearch navigation menu. At the top, there is the UTS logo and the text 'UTS Insearch UNIVERSITY OF TECHNOLOGY SYDNEY'. Below the logo, there is a horizontal navigation bar with tabs: 'Home', 'Personal Details', 'Enrolment', 'Finances', 'Timetables', 'Results', and 'Graduation'. The 'Personal Details' tab is highlighted. Below the navigation bar, there is a vertical menu on the left with options: 'Personal', 'Contact', 'Citizenship and Residency', and 'My Parent / Guardian Education'. The 'Contact' option is highlighted in red. To the right of the vertical menu, there is a 'Contact' link in red text. Below the 'Contact' link, there is a light blue box with the text 'Information To change personal details please follow these procedures or contact the Student Centre.' Two blue arrows point from the right side of the image to the 'Personal Details' tab (labeled 'Step 1') and the 'Contact' link (labeled 'Step 2').

# Memperbarui Rincian Alamat:

1. Untuk menambahkan alamat baru, klik 'Add New'.

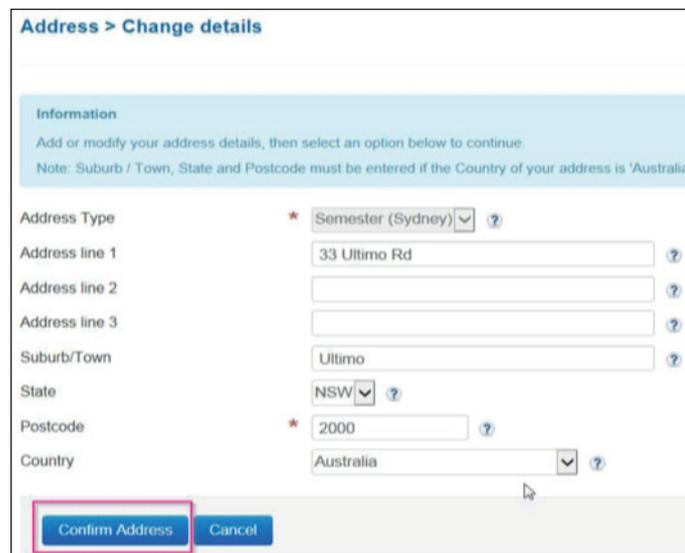


**My Addresses**

| Preferred                         | Address Type   | Address   |                      |
|-----------------------------------|----------------|---|----------------------|
| <a href="#">Preferred Address</a> | Permanent Home | 25/2 Ibrahimpur Kafrul Cantonment Dhaka Dhaka 1206 Bangladesh | <a href="#">Edit</a> |

[Add New](#)

2. Masukkan rincian alamat lalu klik 'Confirm Address'.  
Perhatikan: Jika Anda tinggal di apartemen atau unit, Anda harus menyebutkan nomor kamar atau unit.



**Address > Change details**

**Information**  
Add or modify your address details, then select an option below to continue.  
Note: Suburb / Town, State and Postcode must be entered if the Country of your address is 'Australia'

Address Type \* Semester (Sydney) ?

Address line 1 33 Ultimo Rd ?

Address line 2 ?

Address line 3 ?

Suburb/Town Ultimo ?

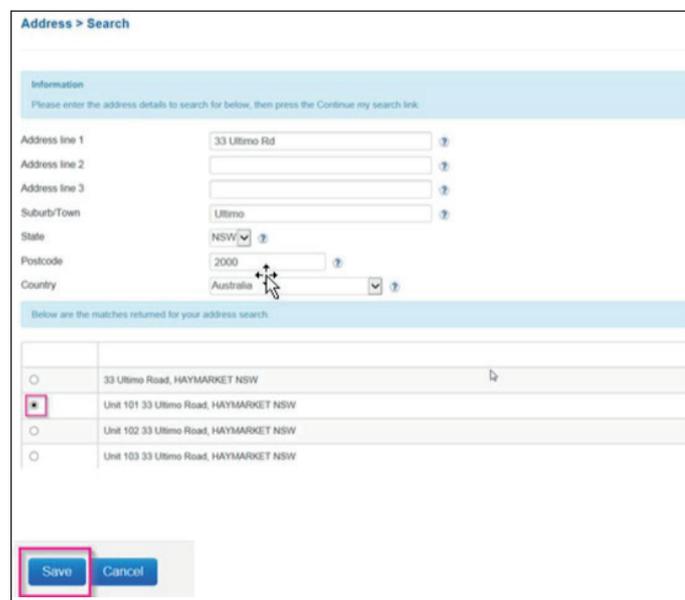
State NSW ?

Postcode \* 2000 ?

Country Australia ?

[Confirm Address](#) [Cancel](#)

3. Pilih alamat dari daftar lalu klik 'Save'.



**Address > Search**

**Information**  
Please enter the address details to search for below, then press the Continue my search link.

Address line 1 33 Ultimo Rd ?

Address line 2 ?

Address line 3 ?

Suburb/Town Ultimo ?

State NSW ?

Postcode 2000 ?

Country Australia ?

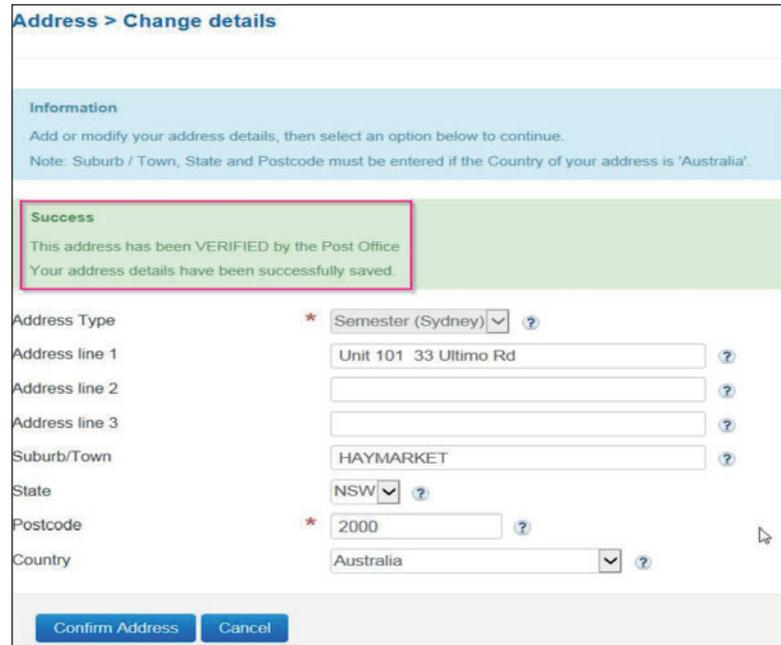
Below are the matches returned for your address search:

|                                  |  |
|----------------------------------|--|
| <input type="radio"/>            | 33 Ultimo Road, HAYMARKET NSW          |
| <input checked="" type="radio"/> | Unit 101 33 Ultimo Road, HAYMARKET NSW |
| <input type="radio"/>            | Unit 102 33 Ultimo Road, HAYMARKET NSW |
| <input type="radio"/>            | Unit 103 33 Ultimo Road, HAYMARKET NSW |

[Save](#) [Cancel](#)

## Memperbarui Rincian Alamat:

4. Laman rincian alamat akan tampil dengan alamat yang baru saja diverifikasi dan disimpan.



The screenshot shows a web form titled "Address > Change details". At the top, there is an "Information" section with the text: "Add or modify your address details, then select an option below to continue. Note: Suburb / Town, State and Postcode must be entered if the Country of your address is 'Australia'." Below this is a green "Success" message box that says: "This address has been VERIFIED by the Post Office. Your address details have been successfully saved." The form fields are: Address Type (dropdown menu set to "Semester (Sydney)"), Address line 1 (text input "Unit 101 33 Ultimo Rd"), Address line 2 (empty text input), Address line 3 (empty text input), Suburb/Town (text input "HAYMARKET"), State (dropdown menu set to "NSW"), Postcode (text input "2000"), and Country (dropdown menu set to "Australia"). At the bottom, there are two buttons: "Confirm Address" and "Cancel".

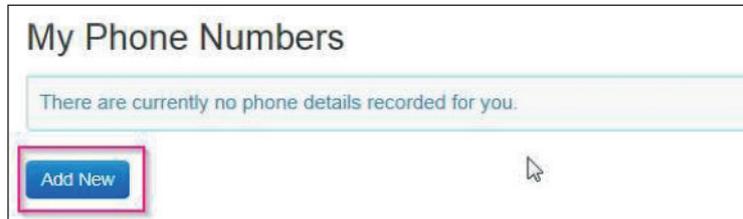
*Jika Anda perlu mengganti alamat ini, klik "Cancel". Ini akan membawa Anda kembali ke laman rincian kontak, dan Anda dapat merevisi alamat Anda di sini (Langkah #5).*

5. Untuk merevisi rincian alamat, klik 'Edit' dan ikuti langkah #2 dan 3.

| My Addresses                      |                   |   |                      |
|-----------------------------------|-------------------|---|----------------------|
| Preferred                         | Address Type      | Address   |                      |
|                                   | Permanent Home    | Rm5 281F Sau Wai Lai San Mom Kwun Tong Kowbon Hong Kong | <a href="#">Edit</a> |
| <a href="#">Preferred Address</a> | Semester (Sydney) | Unit 101 33 Ultimo Rd HAYMARKET NSW 2000 Australia      | <a href="#">Edit</a> |

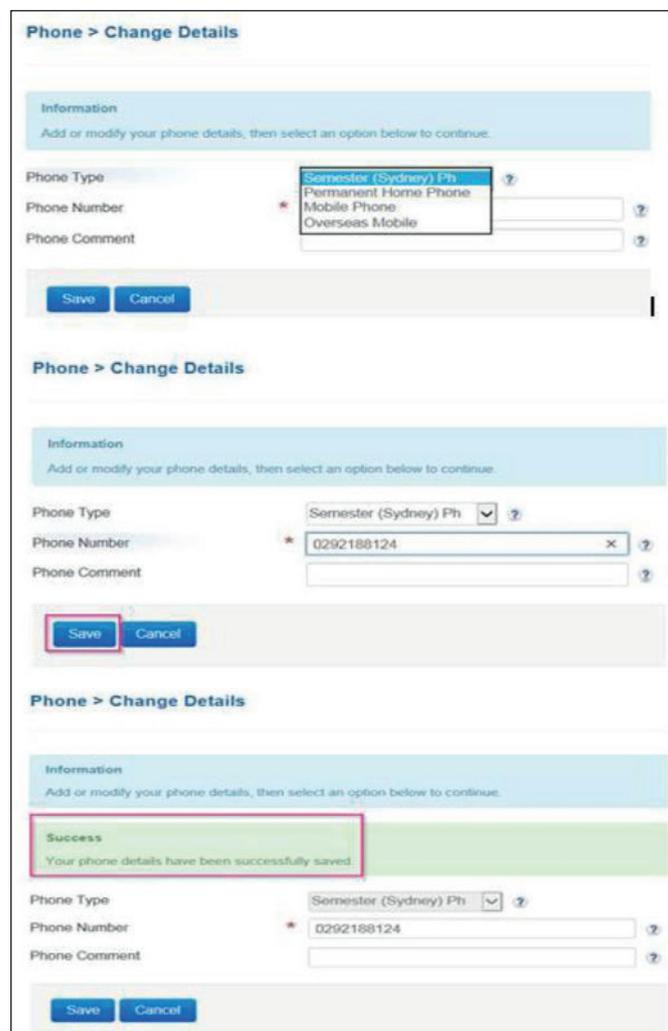
# Memperbarui Nomor Telepon:

1. Untuk menambah nomor telepon baru, klik 'Add New'.



The screenshot shows a web interface titled "My Phone Numbers". Below the title, there is a message: "There are currently no phone details recorded for you." Below this message, there is a blue button labeled "Add New" which is highlighted with a red rectangular box.

2. Pilih Jenis Telepon (Phone Type) dari daftar drop-down; masukkan nomor telepon yang baru dan klik "Save".



The image displays three sequential screenshots of the "Phone > Change Details" form. The first screenshot shows the form with a dropdown menu for "Phone Type" open, listing options: "Semester (Sydney) Ph", "Permanent Home Phone", "Mobile Phone", and "Overseas Mobile". The "Save" button is highlighted with a red box. The second screenshot shows the "Phone Type" dropdown set to "Semester (Sydney) Ph" and the "Phone Number" field containing "0292188124". The "Save" button remains highlighted. The third screenshot shows a green "Success" message box with the text "Your phone details have been successfully saved." highlighted in red, indicating the form has been submitted successfully.

3. Untuk merevisi nomor telepon saat ini, klik 'Edit' dan ikuti langkah #2.

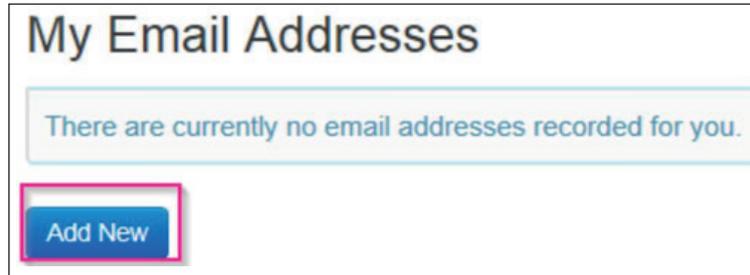


The screenshot shows a table titled "My Phone Numbers" with two columns: "Phone Type" and "Phone Number". The first row contains the data "Semester (Sydney) Ph" and "0292188124". To the right of the "Phone Number" cell, there is a blue button labeled "Edit" which is highlighted with a red rectangular box. Below the table, there is a blue button labeled "Add New".

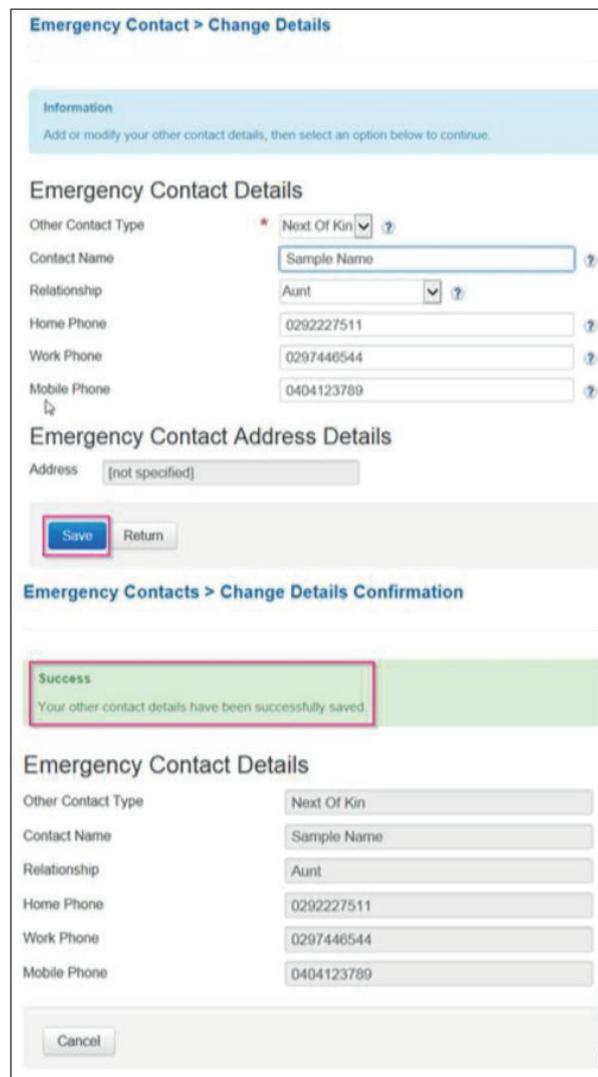
| Phone Type           | Phone Number |      |
|----------------------|--------------|------|
| Semester (Sydney) Ph | 0292188124   | Edit |

# Memperbarui Alamat Email:

1. Untuk menambah alamat email baru, klik 'Add New'.



2. Jenis Email akan muncul sebagai Pre 2.6 Preferred. Masukkan alamat email dan klik "Save".



The screenshot shows the "Emergency Contact > Change Details" form. It includes fields for "Other Contact Type" (Next Of Kin), "Contact Name" (Sample Name), "Relationship" (Aunt), "Home Phone" (0292227511), "Work Phone" (0297446544), and "Mobile Phone" (0404123789). Below these fields is the "Emergency Contact Address Details" section with an "Address" field (not specified). At the bottom of the form, there is a "Save" button highlighted with a red box, and a "Return" button.

**Emergency Contacts > Change Details Confirmation**

**Success**  
Your other contact details have been successfully saved.

**Emergency Contact Details**

Other Contact Type: Next Of Kin  
Contact Name: Sample Name  
Relationship: Aunt  
Home Phone: 0292227511  
Work Phone: 0297446544  
Mobile Phone: 0404123789

Cancel

3. Untuk merevisi alamat email pilihan Anda, klik 'Edit' dan ikuti langkah #2.

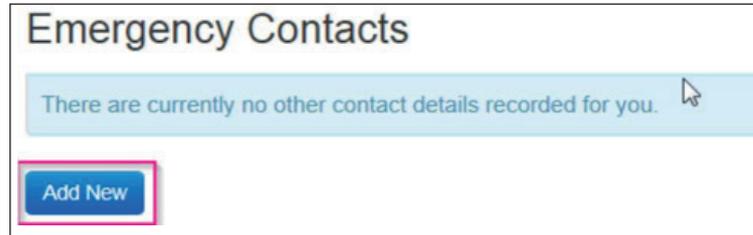


The screenshot shows a table titled "My Email Addresses". The table has three columns: "Email Type", "Email Address", and "Status". The first row contains the data: "Pre 2.6 Preferred", "my\_email@yahoo.com", and "Active". At the end of the first row, there is a blue button labeled "Edit" which is highlighted with a red box.

| Email Type        | Email Address      | Status |      |
|-------------------|--------------------|--------|------|
| Pre 2.6 Preferred | my_email@yahoo.com | Active | Edit |

# Memperbarui Kontak Darurat:

1. Untuk menambah alamat email baru, klik 'Add New'.



2. Pilih Other Contact Type (Emergency Contact) dari daftar drop-down; masukkan rincian kontak darurat

The screenshot displays the 'Emergency Contact > Change Details' form. On the left, there is a navigation menu with options: Personal, Contact (highlighted in red), Citizenship and Residency, My Parent / Guardian, and Education. The main form area has a title 'Emergency Contact > Change Details' and an 'Information' section with the text 'Add or modify your other contact details, then select an option below to continue.' Below this, the 'Emergency Contact Details' section contains several input fields: 'Other Contact Type' (Emergency Contact), 'Contact Name' (First Name Family Name), 'Relationship' (Family Friend), 'Home Phone' (0298765432), 'Work Phone', and 'Mobile Phone' (0412345678). At the bottom of the form, there are 'Save' and 'Return' buttons. The 'Save' button is highlighted with a red rectangular box.

3. Untuk merevisi rincian kontak darurat, klik 'Edit' dan ikuti langkah #2.

The screenshot shows a table titled 'Emergency Contacts' with the following data:

| Contact Type      | Name                   | Relationship  | Home Phone | Mobile Phone | Address         |                      |
|-------------------|------------------------|---------------|------------|--------------|-----------------|----------------------|
| Emergency Contact | First Name Family Name | Family Friend | 0298765432 | 0412345678   | [not specified] | <a href="#">Edit</a> |

Below the table, there is an 'Add New' button.