

Nurses and Midwives e-cohort Study



Updating your personal details

As a registered participant of the Nurses and Midwives e-cohort study, it is very important that you keep your contact details up to date, as well as any changes to your employment. In particular, it is crucial that you let us know when you change your email address or mobile phone number. This help sheet shows you how to keep your details up to date.

- Go to the e-cohort homepage at <http://nurses.e-cohort.net>, or click on the Nurses e-cohort study logo at the e-cohort splash page, www.e-cohort.net
- Select the Nurses e-cohort Study
- Click on the “Login” link at the top right hand corner (circled) (Figure One)
- Your username is your email address
- Your password is your date of birth, in the format (DD/MM/YYYY)

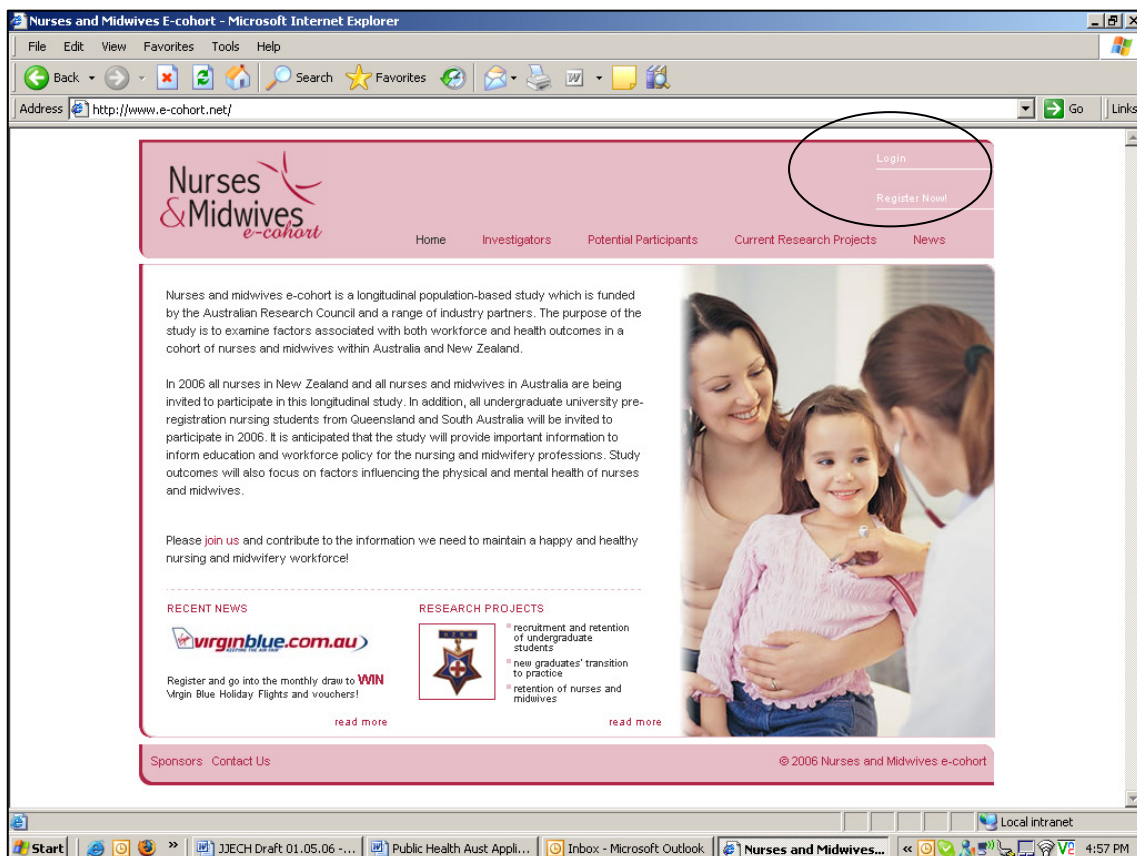


Figure One: Study homepage, with login link circled

- Once logged in to your personalised e-portal, click on the “Update Personal Details” link (circled in Figure Two)

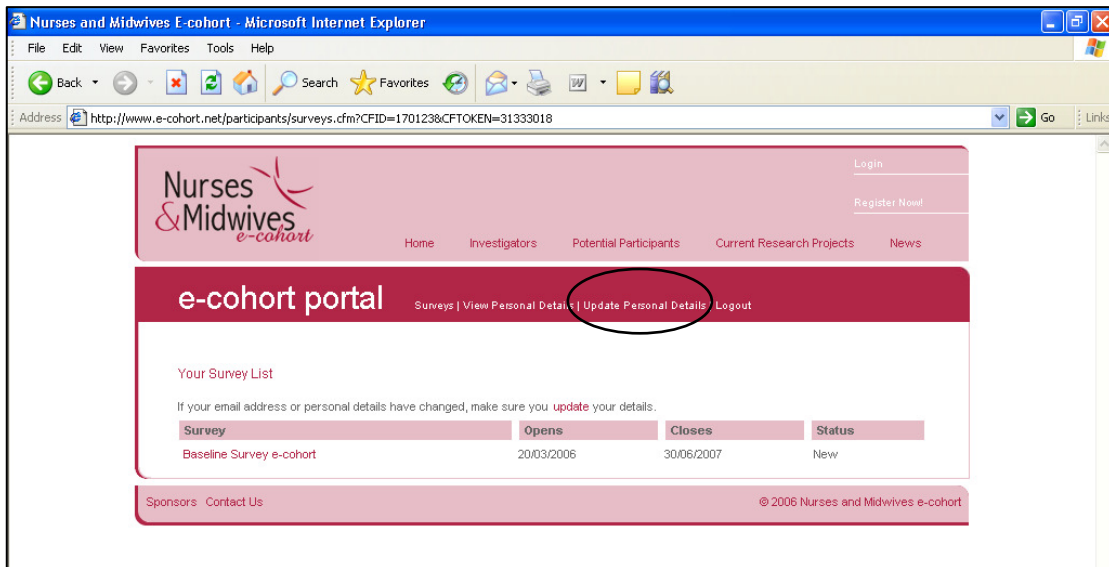


Figure Two: Personalised e-portal, with “Update Personal Details” link circled

- Enter your revised details (Figure Three), then click on the “Submit” button to save changes
- Once the changes have been made, you can continue to complete a survey or logout

 A screenshot of the 'Update Participant Details' form within the e-cohort portal. The form is titled 'Update Participant Details' and contains several input fields and a section for residential information. The fields are:

- First Name*: Kate
- Last Name*: Calder
- Date of Birth (dd/mm/yyyy)*: 10/05/1981
- Country of birth: Please Select an option (dropdown menu)
- Are you?: Radio buttons for Male and Female (Female is selected)
- Are you a?: Please Select an option (dropdown menu)

 A section titled 'Residential Information' contains the following fields:

- Address: (text input)
- Suburb: (text input)
- Postcode: (text input)
- State/Country: Please Select an option (dropdown menu)
- Phone: (text input)
- Mobile: (text input)
- Email*: emilyorkston@hotmail.com

 At the bottom of the form, there is a note: 'NOTE: This Email is your Username. Please make sure that your email address is correct.'

Figure Three: Personal details, available for editing