

## 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 [www.e-cohort.net](http://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

The screenshot shows the homepage of the Nurses and Midwives e-cohort study. The browser window title is "Nurses and Midwives E-cohort - Microsoft Internet Explorer". The address bar shows "http://www.e-cohort.net/". The page features a navigation menu with links for Home, Investigators, Potential Participants, Current Research Projects, and News. A "Login" link is circled in red in the top right corner. The main content area includes a description of the study, a photo of a woman and child, and sections for "RECENT NEWS" (mentioning Virgin Blue) and "RESEARCH PROJECTS" (listing recruitment and retention of undergraduate students, new graduates' transition to practice, and retention of nurses and midwives). The footer contains "Sponsors Contact Us" and "© 2006 Nurses and Midwives e-cohort".

- 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)

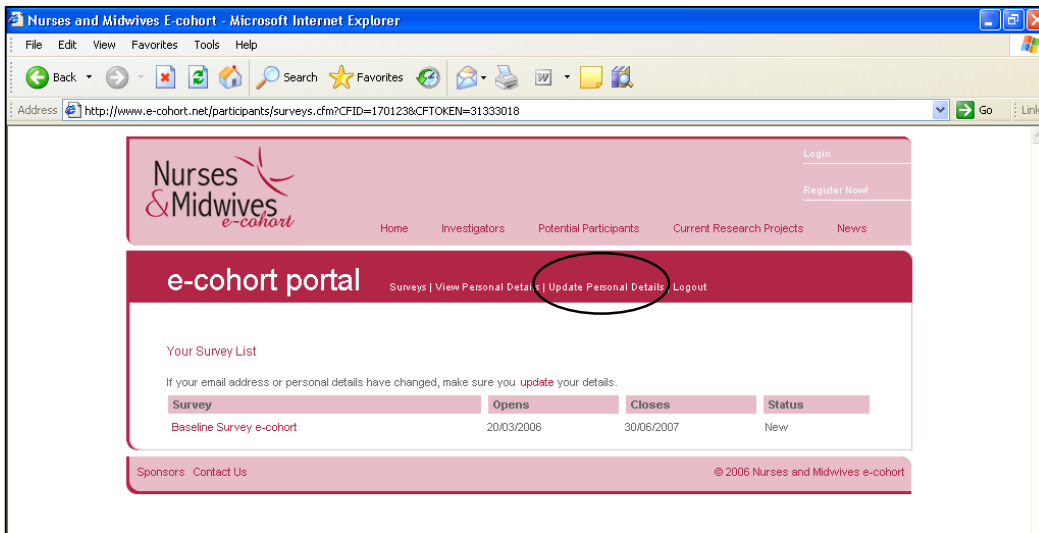


Figure Two: Personalised e-portal, with “Update Personal Details” link circled

- 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

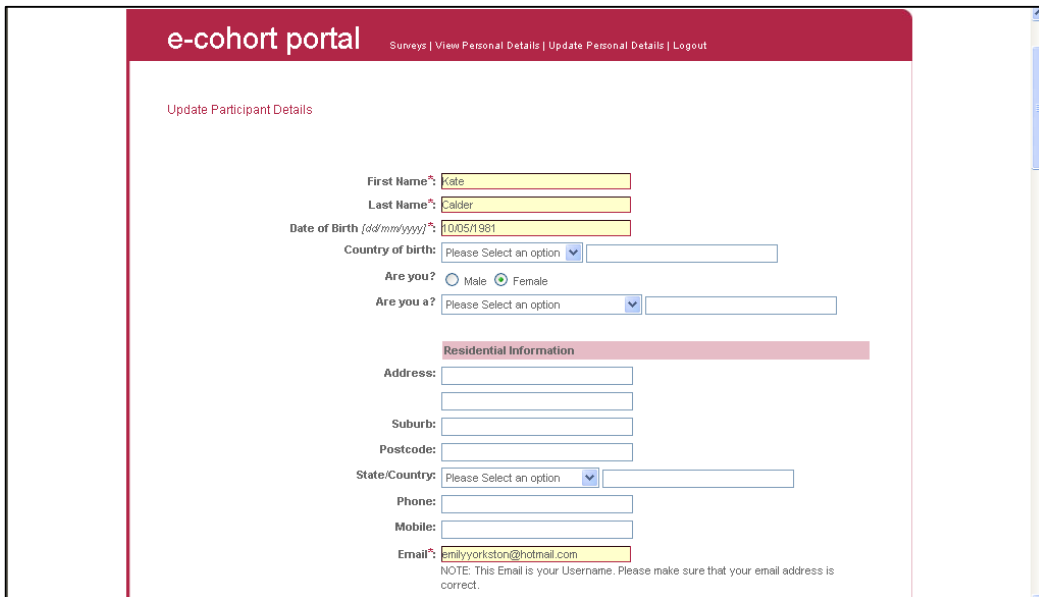


Figure Three: Personal details, available for editing

