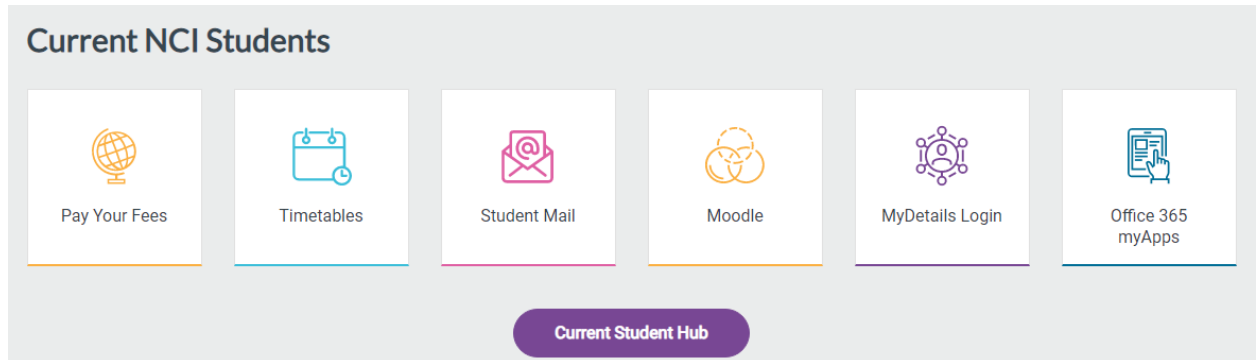


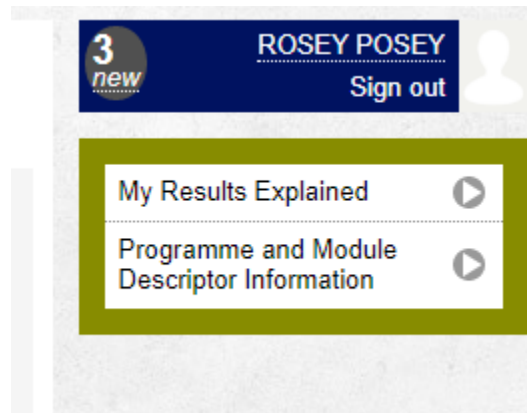
## How to update your home address and PPSN

If you have been contacted by the Admissions department in NCI to update your address and/or PPSN please follow the instructions below to do so.

1. Go to [www.ncirl.ie](http://www.ncirl.ie) and scroll down until you see the following icons
2. Click on My Details




3. To login your username is x + student number i.e. x20000000. Your passwords is your network username and password.
4. When you have successfully logged in you will see your name in the upper right hand corner, click on this to proceed.



## Edit Address

1. To edit your home address click on the pencil icon

Address				
Home Address	Phone	Mobile	Email	Edit
Ruskey,, Ireland		+353861231231	rosey.posey123@ncirl.ie	

2. You must fill in a value for both the fields below.

### Home Address

\* Country

\* Address

\*

\*

\*

\* Postcode

Phone

\* Mobile

\* Email

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

3. If your home address is in Ireland and you do not know your Eircode you can go to [Eircode finder](#).
4. Click Save.

## Edit PPSN

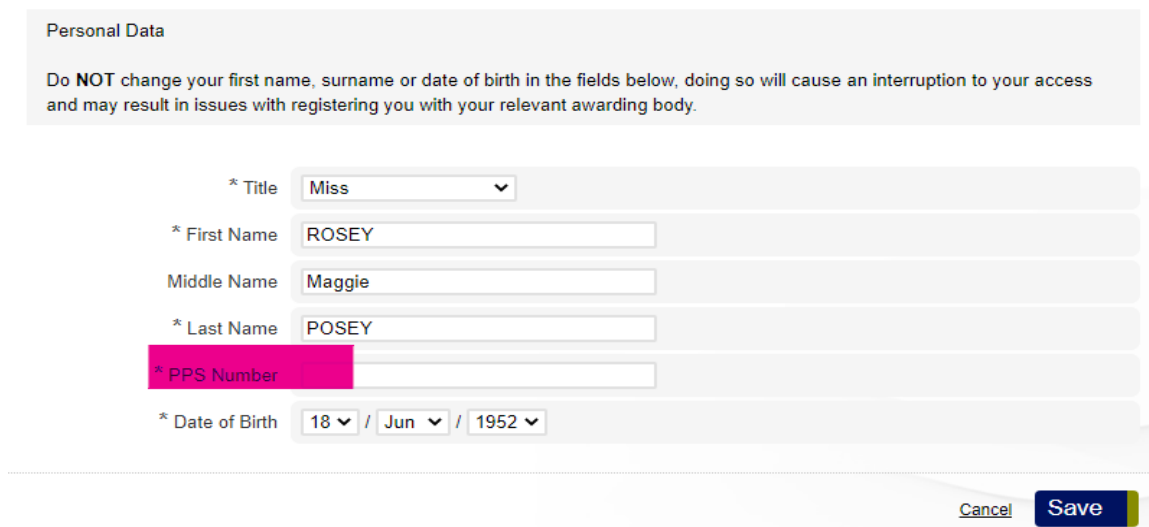
1. To edit your PPSN click on the edit button in the profile section



A screenshot of a user profile section. It features a list of fields: Name (Miss ROSEY Maggie POSEY), PPS Number, Date of Birth (18-Jun-1952), and ID Number (20120699). To the right is a placeholder for a profile picture. A pink 'Edit' button is located at the bottom right of the profile section.

2. Input your ppsn and click Save.

### Your Details



A screenshot of the 'Your Details' form. It is titled 'Personal Data' and includes a warning: 'Do NOT change your first name, surname or date of birth in the fields below, doing so will cause an interruption to your access and may result in issues with registering you with your relevant awarding body.' The form contains the following fields: \* Title (Miss), \* First Name (ROSEY), Middle Name (Maggie), \* Last Name (POSEY), \* PPS Number (highlighted in pink), and \* Date of Birth (18 / Jun / 1952). At the bottom right, there are 'Cancel' and 'Save' buttons.

3. If you do not have a PPSN because you are an international student please ignore.
4. If your PPSN is not being accepted please contact [admissions@ncirl.ie](mailto:admissions@ncirl.ie) and we will get in touch with you directly.

### IMPORTANT

\*\*If you notice an issue with your first name, surname or DOB please email [admissions@ncirl.ie](mailto:admissions@ncirl.ie) and we will contact you directly regarding updating this information. DO NOT UPDATE THIS HERE UNDER ANY CIRCUMSTANCES\*\*

