

ERM Quick Guide

Changing Personal Details

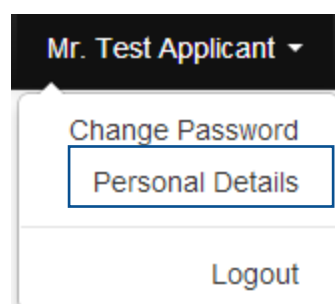
Target audience: Applicant and Review users in ERM

Summary

ERM account holders can update their personal details including their password at any time in ERM.

Changing Personal Details

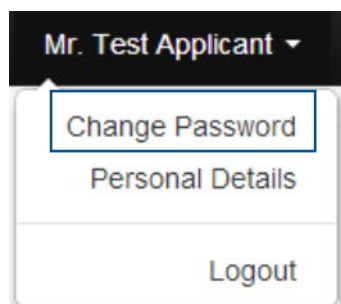
1. When logged in as an applicant or reviewer, click on the name located on top-right of the browser
2. Select **Personal Details**



3. Amend the details requiring change
4. Select **Change Details**

Changing Password

1. When logged in as an applicant or reviewer, click on the name located on top-right of the browser.
2. Select **Change Password**



3. Enter old and new password and confirm password

Change Password

Old Password*

New Password*

Confirm Password*

4. Click **Change Password**.

For further information, please contact:

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