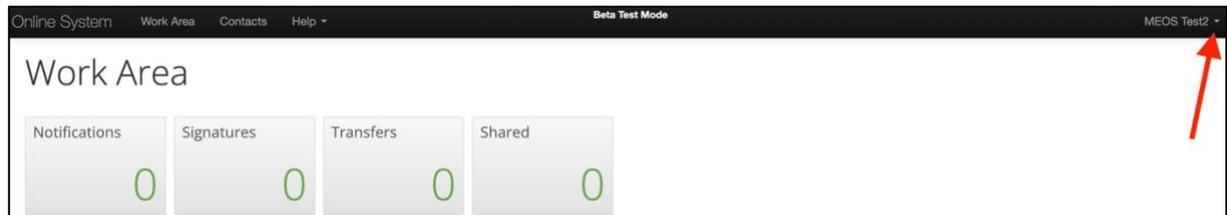


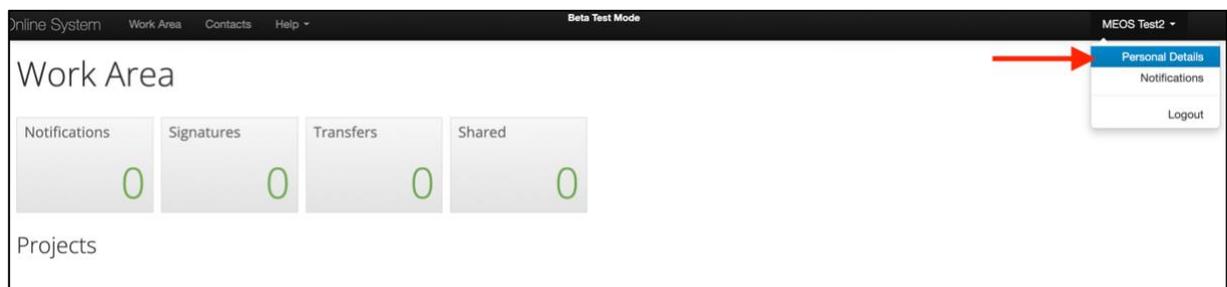
## MEOS – Updating your Personal Details

Kindly note that the contact information fields on MEOS pull in your personal details. This needs to be completed otherwise you will not be able to submit.

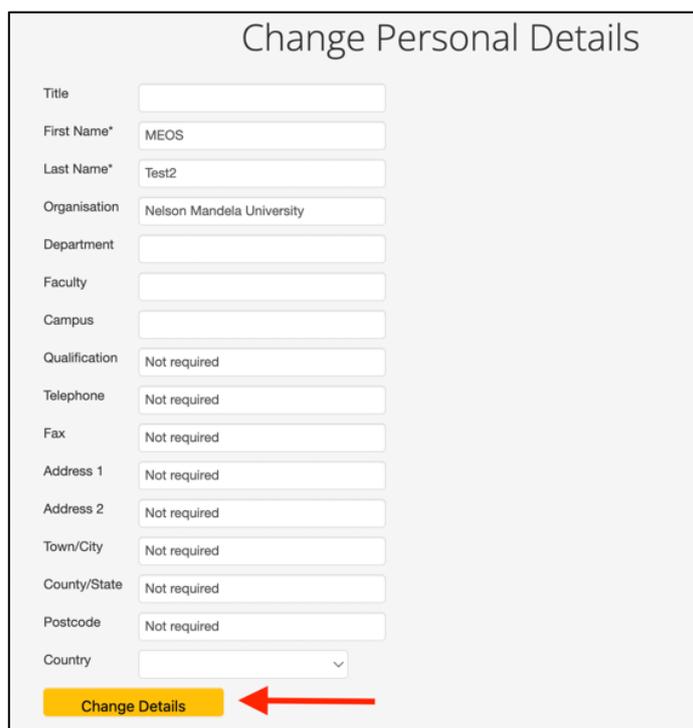
1. Log into MEOS ([meos-apply.mandela.ac.za](http://meos-apply.mandela.ac.za)).
2. Click on the down arrow next to your name in the top-right hand corner.



3. Click on Personal Details.



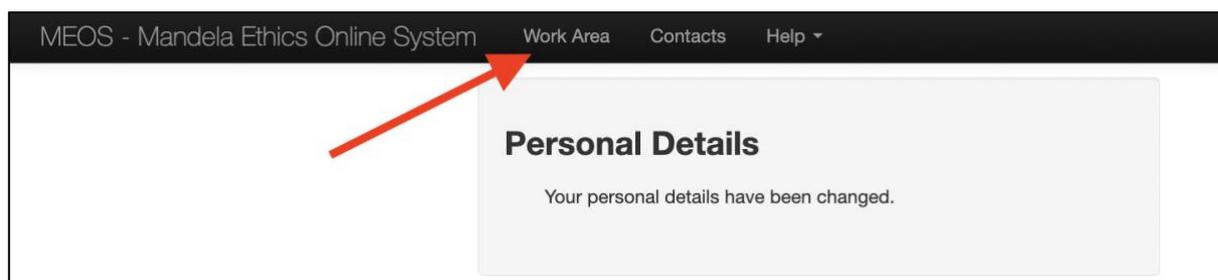
4. Complete the fields and click on [Change Details]. Please note the fields that have been indicated as Not Required.

A screenshot of the 'Change Personal Details' form. The form contains the following fields:

- Title:
- First Name\*:
- Last Name\*:
- Organisation:
- Department:
- Faculty:
- Campus:
- Qualification:
- Telephone:
- Fax:
- Address 1:
- Address 2:
- Town/City:
- County/State:
- Postcode:
- Country:

At the bottom of the form is a yellow button labeled 'Change Details'. A red arrow points to this button.

5. Return to the work area by clicking on Work Area in the top black bar.



***If the details are not reflecting on your application form, please log out and in again.***