

NZQA's Specialist Workforce

How to: View & update your details in Tuia

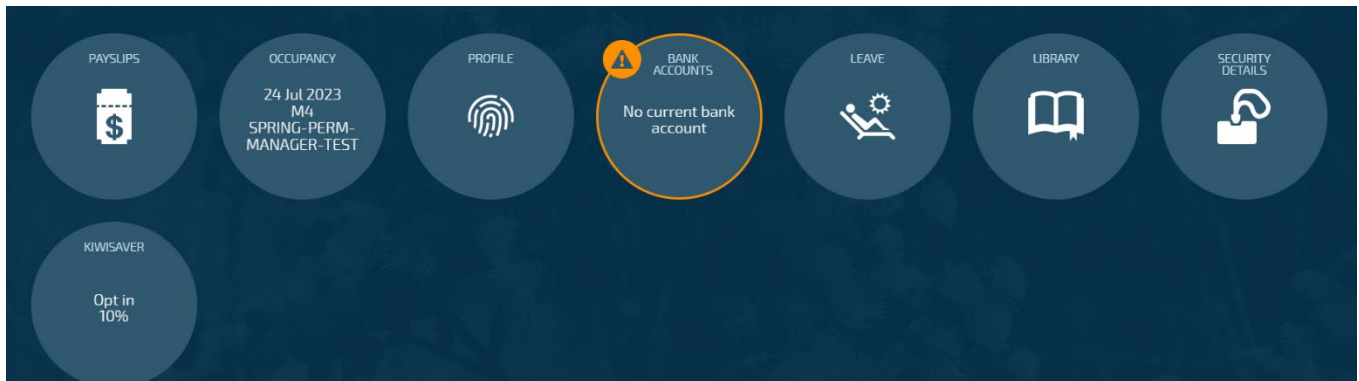
How to View & update your details in Tuia

Contents

Updating Personal Details in Tuia.....	3
Updating Health information (optional)	4
Updating Demographic information (optional).....	5
Updating Contact information.....	6
Updating Emergency Contact information (optional)	7
Updating your bank account details in Tuia.....	8
IF: there is no bank account record	8
IF: you are updating an existing bank account record:.....	8

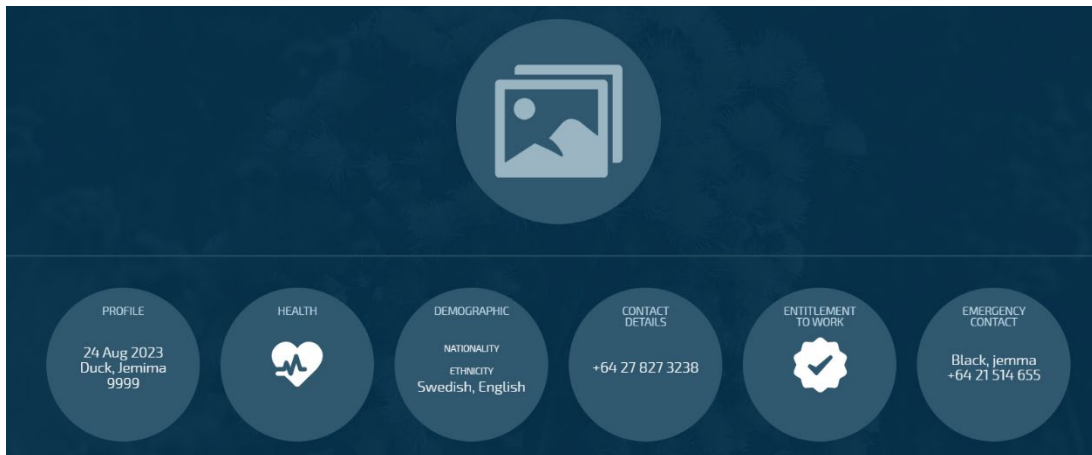
Updating Personal Details in Tuia

1. Log into Tuia and you will see a home screen with 'bubbles' that look something like this:



2. Click on the first **'Profile'** bubble to update any of the following:

- Gender (located in the second **'profile'** bubble)
- Health information
- Demographic information
- Contact Details
- Emergency Contact Details



Updating Health information (optional)

From the home screen, select the **'Profile'** bubble and then the **'Health'** bubble. You can update your:

- Dietary requirements
- Medical conditions (you can also record a 'Yes, no or prefer not to answer under this field – see image on next page)
- Accessibility requirements
- Mental Wellbeing
- Any appropriate documentation

Note that any health information you enter in Tuia will be viewable by Management and P&C system administrators. It will not be sent to any other NZQA systems or people.

HEALTH

^ Dietary requirements

DIETARY REQUIREMENTS

Select dietary requirements

NOTES

Enter notes

^ Medical conditions

MEDICAL CONDITIONS

Select medical conditions

WHAT MEDICATIONS ARE YOU TAKING?

Enter medication

ANY INSTRUCTIONS REQUIRED

Enter instructions

^ Accessibility requirements

ACCESSIBILITY REQUIREMENTS

Select accessibility requirements

^ Mental wellbeing

MENTAL WELLBEING

Select mental wellbeing

^ Content

NOTES

Enter notes

ATTACHMENTS

Choose files

LINKS

Add a link

MEDICAL CONDITIONS

Select all Select none

Mental Disability

No

Other Disability

Physical Disability

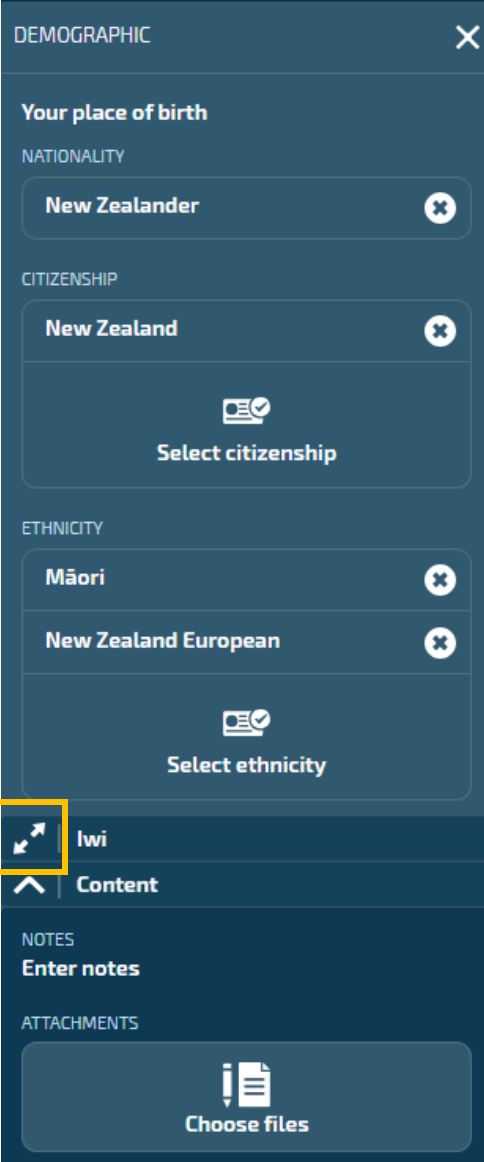
Prefer not to answer

Yes

Updating Demographic information (optional)

From the home screen, select the **'Profile'** bubble and then the **Demographic** bubble you can update your:

- Nationality
- Citizenship
- Ethnicity – up to three
- Iwi – click the two arrows in the orange box below to update this field
- Attach any files or links required



DEMOGRAPHIC

Your place of birth

NATIONALITY

New Zealander

CITIZENSHIP

New Zealand

Select citizenship

ETHNICITY

Māori

New Zealand European

Select ethnicity

Iwi

Content

NOTES

Enter notes

ATTACHMENTS

Choose files

Updating Contact information

From the home screen, select the **'Profile'** bubble and then the **Contact Details** bubble

You can update your:

- Country
- Address information
- Postal Address (if different to address, toggle the orange box to add postal address)
- Contact Phone number – ensure you include the country code
- Contact Email address

CONTACT DETAILS

COUNTRY *
New Zealand

ADDRESS

ADDRESS SEARCH
Search for the address

ADDRESS LINE 1 *
125 The Terrace

ADDRESS LINE 2
Enter the second line of the address

SUBURB
Wellington Central

CITY *
Wellington

POSTCODE *
6011

POSTAL ADDRESS IS THE SAME AS PHYSICAL ADDRESS
 Yes

PRIMARY PHONE NUMBER

PRIMARY PHONE NUMBER TYPE
Personal - mobile

PRIMARY PHONE NUMBER *
+64 27 1234 5678

PRIMARY PHONE NUMBER

PRIMARY PHONE NUMBER TYPE
Personal - mobile

PRIMARY PHONE NUMBER *
+64 24 555 9996

SECONDARY PHONE NUMBER

SECONDARY PHONE NUMBER TYPE
Choose the type of phone number

SECONDARY PHONE NUMBER
Enter the phone number

PRIMARY EMAIL ADDRESS

PRIMARY EMAIL ADDRESS TYPE
Business

PRIMARY EMAIL ADDRESS *
captainamerica@nzqa.govt.nz

SECONDARY EMAIL ADDRESS

SECONDARY EMAIL ADDRESS TYPE
Choose the email address type



SECONDARY EMAIL ADDRESS
Enter the email address

Updating Emergency Contact information (optional)

From the home screen, select the **'Profile'** bubble and then the **Emergency Contact Details** bubble. You can update your emergency contacts:

- Country where they reside in (NZ, Aus, Other) – it is important to have at least one NZ emergency contact here
- Name
- Relationship to you
- Phone number, ensuring that country code is added
- Whether they are your primary contact or not


ADD EMERGENCY CONTACT

COUNTRY * 
New Zealand 


CONTACT DETAILS

FIRST NAME *
Enter person's first name

LAST NAME *
Enter person's last name


RELATIONSHIP *
Choose the person's relationship ... 

PRIMARY PHONE NUMBER

PRIMARY PHONE NUMBER TYPE
Select phone number type 

PRIMARY PHONE NUMBER *
Enter phone number

SECONDARY PHONE NUMBER

SECONDARY PHONE NUMBER TYPE
Select phone number type 

SECONDARY PHONE NUMBER
Enter phone number

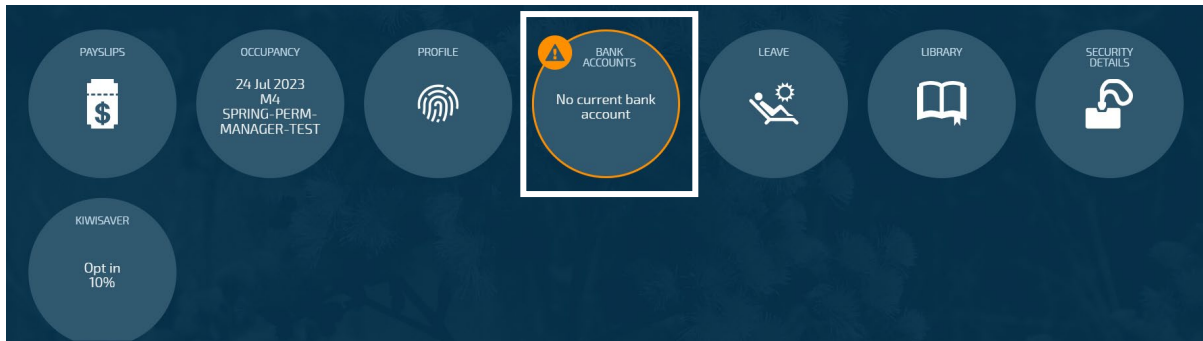
PRIORITY

PRIMARY
 No

Updating your bank account details in Tuia

If you need to add or change the bank account that your pay is paid into, please action the following steps:

1. Log into Tuia you will see a home screen with 'bubbles'. Select the **Bank Accounts** bubble, as highlighted below. If it shows as orange with an exclamation mark icon, it means that there is no current bank account.



IF: there is no bank account record:

2. Select **'Add a bank account record'**, then move to step 3

IF: you are updating an existing bank account record:

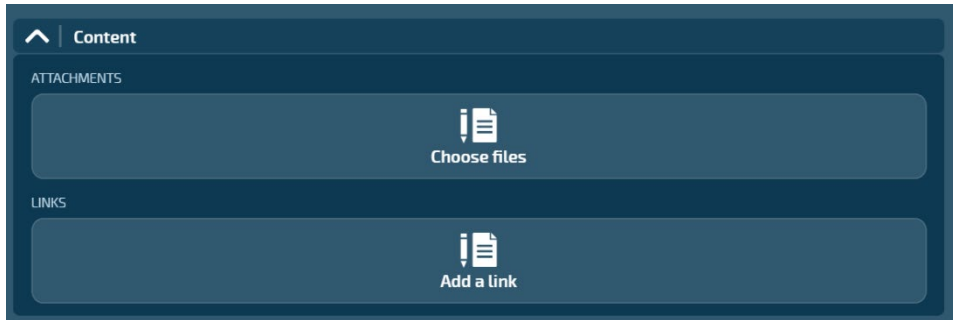
2. Select **'update bank account record'**, then move to step 3

3. Fill in the following fields

 A screenshot of the 'ADD BANK ACCOUNT' form. The form is on a dark blue background. It includes the following fields:

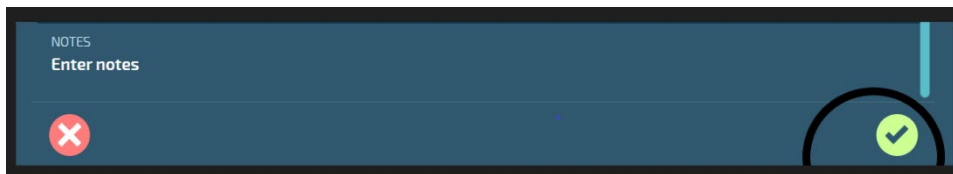
- START DATE**: 24 Aug 2023
- END DATE**: Enter the end date
- ACCOUNT NAME ***: Jemima Duck
- A text box with the instruction: "You can paste the full account number into any of the fields below." and an information icon.
- BANK ID ***: Enter the bank id
- BANK BRANCH ***: Enter the bank branch
- ACCOUNT NUMBER ***: Enter the account number
- ACCOUNT SUFFIX ***: Enter the account suffix

4. Provide a verified deposit slip, bank statement, or an online screen dump clearly stating your name and account number. This needs to be attached here:



The screenshot shows a dark blue interface with a header 'Content' and an upward arrow. Below the header are two sections: 'ATTACHMENTS' and 'LINKS'. Each section contains a large, light blue rounded rectangle with a document icon and the text 'Choose files' or 'Add a link' respectively.

5. Click the **'tick'** to save the made changes or the 'cross' to cancel.



The screenshot shows a dark blue interface with a header 'NOTES' and the text 'Enter notes'. Below the header is a text input field. At the bottom left is a red circle with a white 'X' (cancel button), and at the bottom right is a green circle with a white checkmark (save button).