

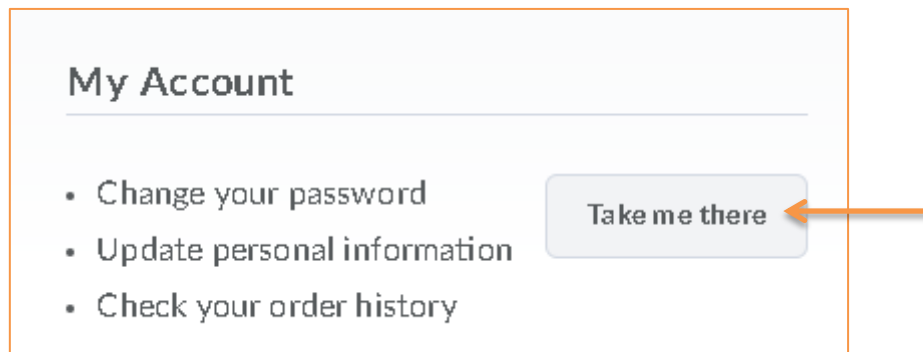
Are your contact details correct? Have you given us your institute number?

Having your correct details is really important to ensure we are able to support you through your studies. Please can you do a quick check next time you're in MyKaplan and update your records.

Step 1

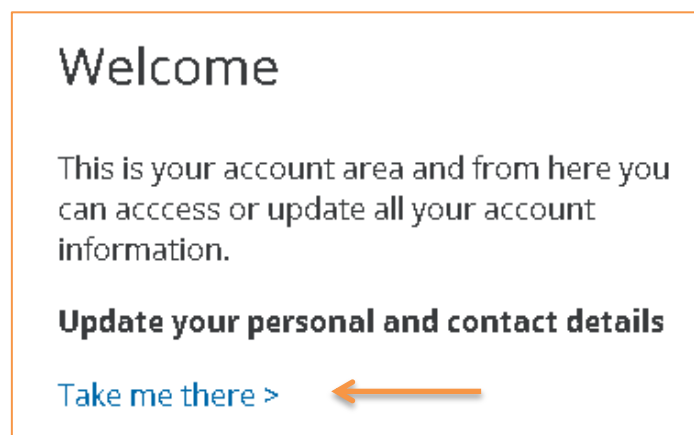
Log on at www.MyKaplan.co.uk

From your MyKaplan home page, in the 'My Account' section, click on 'Take me there'



Step 2

In your account, click on the link to update your personal and contact details

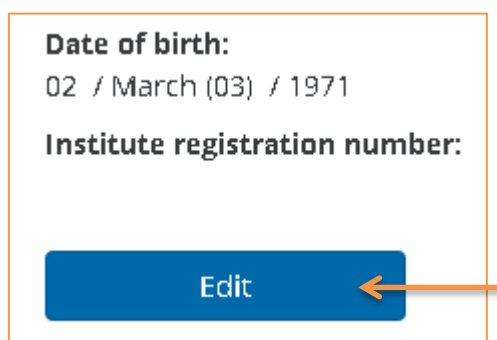


Step 3

Check all your details, including address, phone, email, date of birth and institute number.

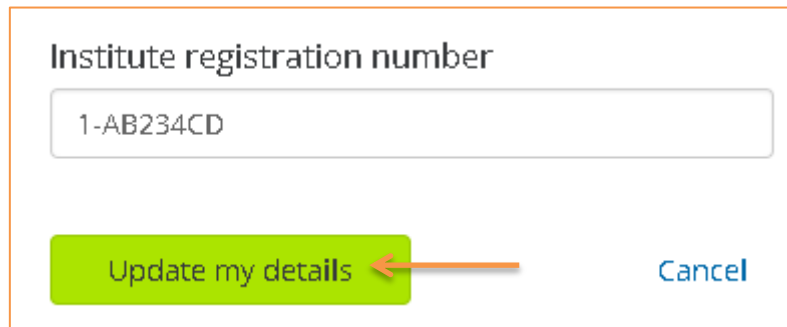
If your details are correct, great news, go to step 6.

If not, please click on edit:



Step 4

Add/amend your details and click on 'Update my details'

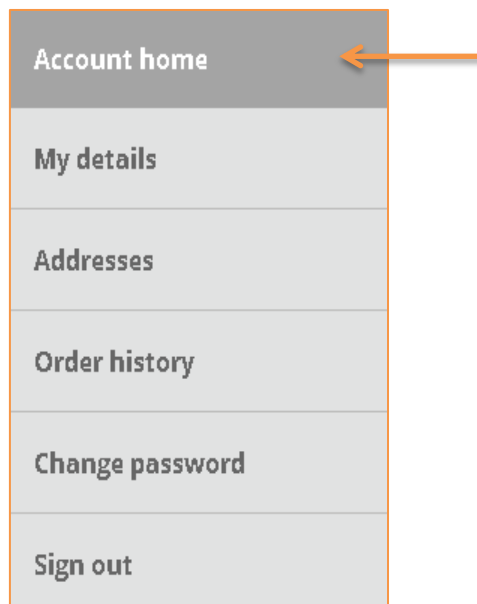


Institute registration number

[Update my details](#) [Cancel](#)

Step 5

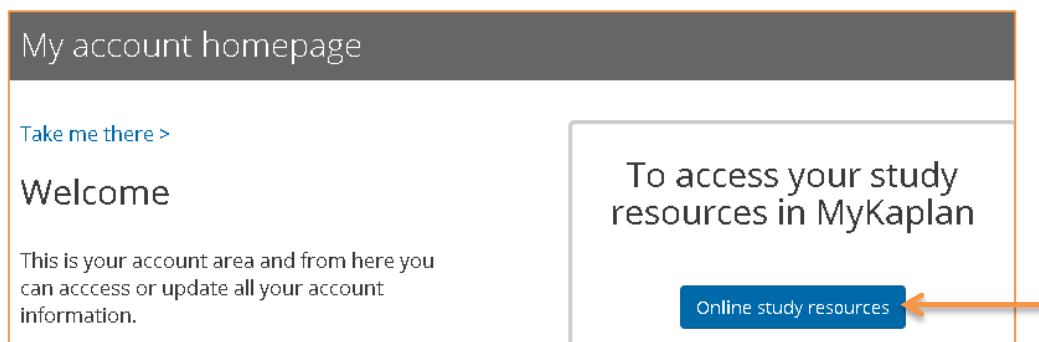
Click on 'Account home' in the menu:



Step 6

Simply sign out if you've finished on MyKaplan.

Or, click on 'Online study resources' to return to your MyKaplan course content.



Thank you for keeping us up to date!