Complete Your CASSA Personal Profile

When completing your personal profile within CASSA, you'll need to add the following:

1 Mandatory information

These are required, at a minimum, to get started with CASSA. The only image you'll need is a portfolio image.

- Your **first** and **last** names
- **Date of birth**
- **Portfolio image** (recommended 280 x 280 pixels)
- **Email address** – this cannot be changed
- Your **gender** (M/F)
- Your **personal address** including city, state, postal code, and country
- **Mobile phone number**.

Adding these will unlock your CASSA profile. Following this, you can enter the following optional information whenever you're ready (though some we do recommend updating sooner rather than later).

2 Optional information

The following is optional, but CASSA is designed so that the more you put in, the more beneficial it will be for you.

- **Unique Student Identifier (USI) Number** – This is linked to all training you do within your company/the CASSA system
- **Qualifications & Training** – When uploading qualifications and other training material, you will need scans/photos of both the front and back of your information. The easiest way is with your own personal phone/device.
- **Emergency Information** – Please prioritise completing this section
- **Payroll Information** – This is self-explanatory
- **Signature** – Take a scan/photo of your signature and upload it here and then you can use it whenever you need to sign-off on docs.
- **Time zone** – If, for some reason, you're abroad, this synchronises with date notifications
- **Privacy Settings** – Controls what other authorised persons can see regarding your profile (we recommend familiarising yourself with these settings)

Click here to go to the full 'Complete Your Personal Profile' article

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