

**Apprenticeship Office** 

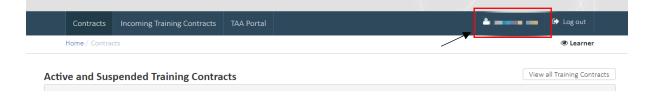
## For Apprentice/Trainee - User Guide - Updating your address, email address or contact number

To submit a change of Learner Address, Email and Contact Number.

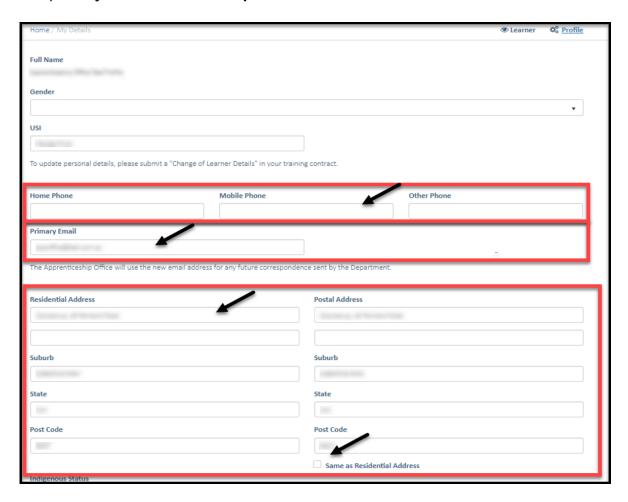
1. Log in to the WAAMS portal.



2. Click into your Profile Name at the top right corner.



3. Update your residential and postal address, contact number or email address.



## 4. Click on Submit.



Apprenticeship Office

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