



Academia Guide: Update Personal Details

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IT Support

Types of Requests



Address Detail

- To change your address details

Personal Details Change

- To change any personal details

General

- General Request
- Excused Leave Request

Transfer

- Withdraw from program
- Withdraw from course

Dashboard

- After logging in, you will be directed to the dashboard.



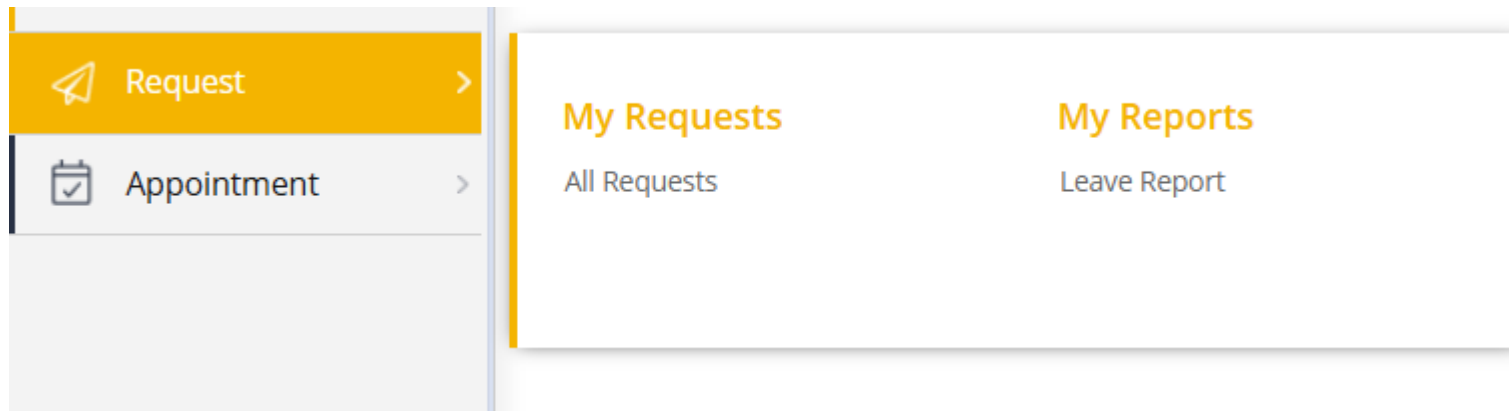
A screenshot of a web browser showing the ZADK Academia dashboard. The browser tab is labeled 'Academia' and the address bar shows 'zadk.academiaerp.com'. The dashboard header is dark blue with the ZADK logo, the text 'ZADK Saudi Culinary Arts Academy - Al Khobar', a 'Student' profile icon, and a 'Finish update' button. The main content area has a light blue background with a large 'ACADEMIA by SEROSOFT' watermark. On the left, there is a sidebar menu with options: 'My Profile', 'Academics', 'Request', and 'Appointment'. The main content area includes a 'My Dashboard' tab, a date range selector set to '15/03/2025 To 15/04/2025', and buttons for 'Apply' and 'Reset'. An 'Expand Dashboard' button is also visible. The footer contains copyright information and release details.



Requests



- You can raise a request, view your requests and leave report from the “Request” menu.



To raise a request

To raise a request, select “All requests” from the request menu and click on “Raise Request”. This will open a page with the type of requests that you can choose from.



My Dashboard x All Requests x

Request ID:
Enter 3 char to auto search 🔍

Service Request Status:
▼

Request Category:
▼

From Date: To Date:
📅 📅

Search **Reset**

100 ▼ 1-0 of 0 > >> All Req

Raise Request

Request ID	Request By	Requester Name	Program	Section	Request Category	Re
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Raise Request x

Personal Data Change Request

- Address Detail
- Personal Detail Change

General

- General Request
- Excused Absence Request

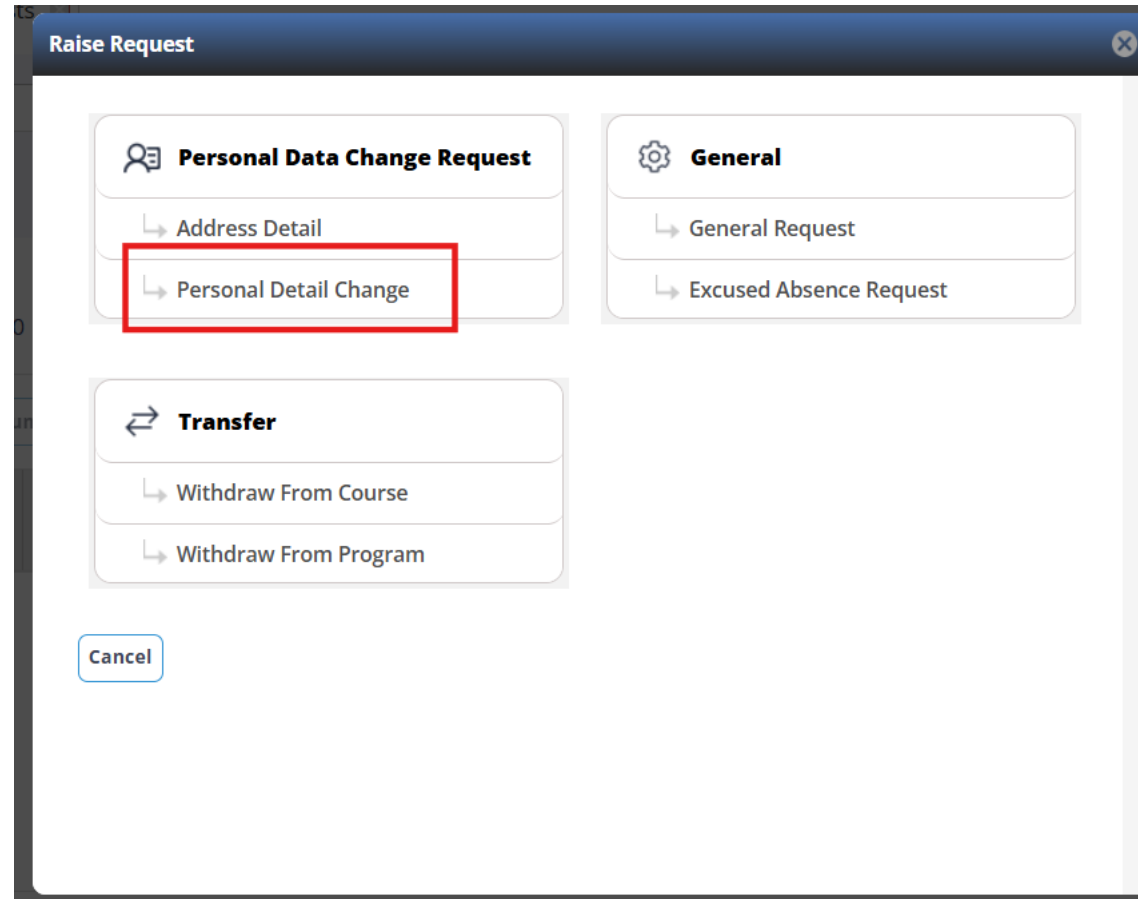
Transfer

- Withdraw From Course
- Withdraw From Program

Cancel

To update personal details

1. After following the previous slide, this page will open up.
Select “Personal Detail Change”



The screenshot shows a web application window titled "Raise Request". It contains three main sections: "Personal Data Change Request", "General", and "Transfer". The "Personal Data Change Request" section has two options: "Address Detail" and "Personal Detail Change", with the latter highlighted by a red rectangle. The "General" section has two options: "General Request" and "Excused Absence Request". The "Transfer" section has two options: "Withdraw From Course" and "Withdraw From Program". A "Cancel" button is located at the bottom left of the form.

Raise Request

Personal Data Change Request

- Address Detail
- Personal Detail Change**

General

- General Request
- Excused Absence Request

Transfer

- Withdraw From Course
- Withdraw From Program

Cancel



To update personal details

2. You will be redirected to this page. Make sure the information is correct then click on select “Personal Detail Change” from the data to be changed.

3. Update the data that you would like to change.

4. Click “Submit”.

5. Click “Upload & Submit”.

The screenshot displays the ZADK Saudi Culinary Arts Academy - Al Khobar web application. The header includes the ZADK logo and the academy's name in Arabic and English. The navigation menu on the left lists 'My Profile', 'Academics', 'Request', and 'Appointment'. The main content area shows the 'Personal Data Change Request' form. The form includes fields for 'Period Name' (Semester 1), 'Academy Location' (ZADK Saudi Culinary Arts Academy - Al Khobar), and 'Campus' (Not Available). Below these are 'Basic Details' including 'Entered By' (Ahmed Mohamed Al-Sadi), 'Request Assigned To', 'Request By' (Student), 'Request Date' (17/06/2025), and 'Effective Withdrawal Program Date' (17/06/2025). A 'Request Reason/Remark' text area is also present. At the bottom, a 'Data to be changed' dropdown menu is open, with 'Personal Detail Change' selected and highlighted by a red box. A 'Clear' button is next to the dropdown. The footer contains the copyright notice: 'Copyright © 2025, Academia. All Rights Reserved'.



Reporting IT Issues



If you face any technical issues or have any questions,
please don't hesitate to contact us!

Student IT Support email:

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