

How to edit the contact information in myOUSL?

Step 01: Log into your myOUSL account by using following URL.

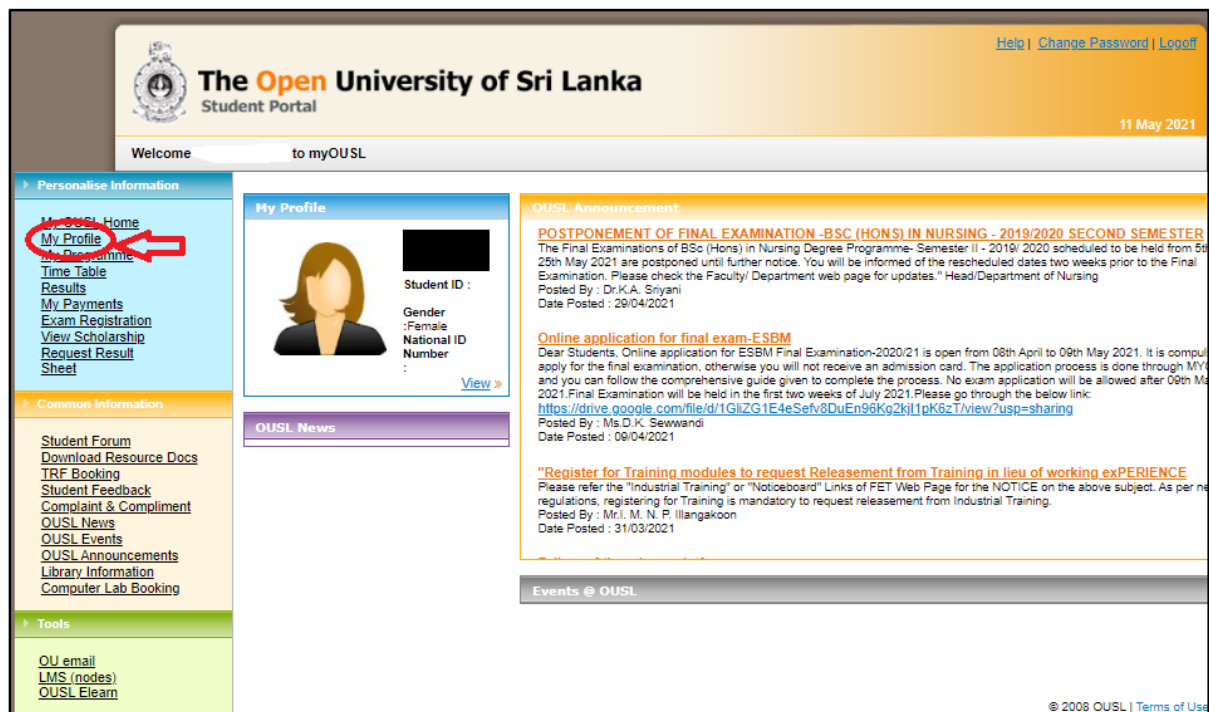
<http://myousl.ou.ac.lk/>

Enter your 's' ID number as the **user name** and **National Identity Card Number** as the **password**.



The screenshot shows the 'User Login' page of the myOUSL portal. At the top, it features the logo of The Open University of Sri Lanka and the text 'Student Portal'. The date 'Tuesday, 11 May 2021' is displayed in the top right corner. The main content area is titled 'User Login' and includes a 'User Name' field, a 'Password' field, and two buttons: 'Login' and 'Guest User'. A link for 'Forgot your password?' is also present. At the bottom right, there is a copyright notice: '© 2008 OUSL | Terms of Use | Privacy Policy'.

Step 02: Click on **"My Profile"** button.



The screenshot displays the myOUSL Student Portal dashboard. The header includes the university logo, 'The Open University of Sri Lanka Student Portal', and the date '11 May 2021'. A navigation menu on the left lists various options, with 'My Profile' circled in red and an arrow pointing to it. The main content area is divided into several sections: 'My Profile' (showing a placeholder for a user profile), 'OUSL News' (with a 'View >' link), and 'OUSL Announcement' (containing several notices, including one about the postponement of final examinations and another about online application for ESBM). At the bottom right, there is a section for 'Events @ OUSL'. The footer contains the copyright notice: '© 2008 OUSL | Terms of Use'.

Step 03: Click on **"Edit Contact Information"** button.

The screenshot shows the 'My Profile' page of the Student Portal. The left sidebar contains navigation menus for 'Personalise Information', 'Common Information', and 'Tools'. The main content area is divided into sections: 'Personel Information' (with fields for Student ID, National ID Number, Gender, and Date Of Birth), 'Contact Information' (with fields for Postal Code, Address, Telephone Business, Telephone Home, Mobile, Fax, Email, and Web), and 'O/L Results'. The 'Edit Contact Information' link in the Contact Information section is circled in red, with a red arrow pointing to it.

Step 04: Then you can edit your **Mobile Number** and **email address**.

After you edit it, click on **"Update"** Button.

This screenshot shows the 'Edit Contact Information' form. The 'Mobile' field contains '9476' and the 'Email' field contains a redacted address followed by '@gmail.com'. An 'Update' button is located below the form fields. A red circle highlights the form fields, and a red arrow points to the 'Update' button.