

Guide to Completing the Personal Data Update in VMAM

All newly selected candidates are required to complete their personal data update in VMAM. This means uploading copies of personal documents such as passport, academic credentials and dependent certificates. Candidates must ensure all information and certificates are accurate and uploaded correctly as errors will delay processing of your offer letter.

Instructions

1. Click on the 'My Profile' tab.



2. Under the personal information section, in 'My Profile' upload a scan of your passport and enter your 'city/airport of departure'

Video chat ID	Click here to edit
Passport Document	Click here to upload passport.
City / Airport of Departure	Click here to edit

3. Add information about your dependants (if applicable). Click the + symbol.

Dependants	+ Add Dependants
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In this section you can add dependants.

In the new pop-up screen enter information about your dependant.

Add Dependants ×

Relation*

First Name(s)*

Last Name(s)*

Gender*

Date of Birth*

UN Staff UN Volunteer

Upload Document

Choose only if your dependant is a UN staff member or UN Volunteer

Upload documents to authenticate the dependant's relationship to you. For example, birth certificate, marriage certificate.

Click 'save changes' and add more dependants if required

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4. Ensure 'Emergency Contact' information is updated under the 'Addresses' section.

? Emergency Contact

Phone: [REDACTED]
Mobile: xxxxx Email: cXXX@XXXX.com

5. Upload academic qualification information under 'Qualifications and Skills'.

? Academic Qualifications *

+ Add academic qualification.

? Distance Education

No

? Diploma / Degree Obtained

Bachelor of Journalism and Communication

? Main Field of Study

Communications

? Degree Level

Bachelor degree or equivalent

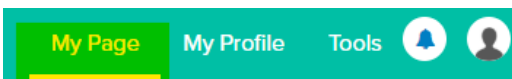
? University / Institution

Makerere University

? Upload Document

[Click here to upload document.](#)

6. Go to 'My Page' and click the 'Complete Personal Data Update' button.




Complete Personal Data Update

If any data has not been entered, the system will show you what remains to be completed. Ensure all compulsory fields are complete and click the 'Complete Personal Data Update' button again.

[REDACTED]: Some personal information/documents are missing under My Profile. Please take action as per the list below. Once you complete the missing information, please come back to My Page and click on 'Complete personal data update' again.
Passport Document is not uploaded.
Qualification Document is not uploaded.
Please enter your airport of departure.

If all mandatory information is complete the below pop up window appears.

*Complete Personal Data Update

Travel Date*
dd-mm-yyyy  Click the calendar icon to choose the intended date of travel.

I have read Condition of Service
Select the checkbox after reading Conditions of Service

(Optional) Additional Remarks

Enter additional comments if required

Click the "Submit" button to save the changes. Click "Close" button to abandon the task.

A notification appears on the screen displaying the message in green that the task has been completed.