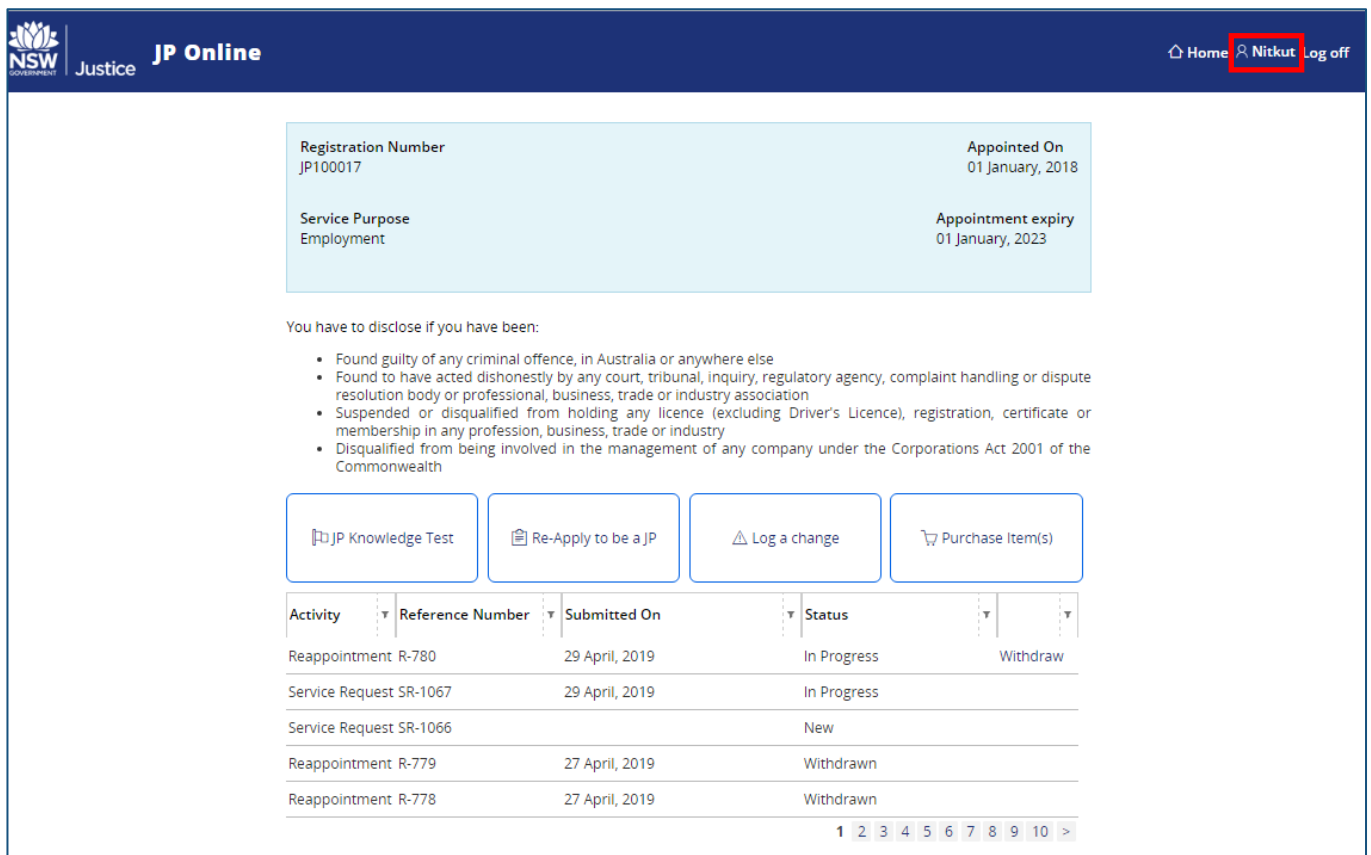


# JP Online – update profile

Follow the steps below to update your JP Online profile and account details.

## Step 1: log in

Go to JP Online and log in to your account. Click your name in the right corner of the blue ribbon.



The screenshot shows the JP Online user profile page. At the top left is the NSW Government logo and 'Justice JP Online'. At the top right are links for 'Home', 'Nitkut', and 'Log off'. The profile information is displayed in a light blue box:

- Registration Number: JP100017
- Appointed On: 01 January, 2018
- Service Purpose: Employment
- Appointment expiry: 01 January, 2023

Below this, a disclosure section states: "You have to disclose if you have been:" followed by a list of conditions:

- Found guilty of any criminal offence, in Australia or anywhere else
- Found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association
- Suspended or disqualified from holding any licence (excluding Driver's Licence), registration, certificate or membership in any profession, business, trade or industry
- Disqualified from being involved in the management of any company under the Corporations Act 2001 of the Commonwealth

Four action buttons are visible: "JP Knowledge Test", "Re-Apply to be a JP", "Log a change", and "Purchase Item(s)".

At the bottom, there is a table of activities with columns for Activity, Reference Number, Submitted On, Status, and a dropdown menu.

Activity	Reference Number	Submitted On	Status	
Reappointment	R-780	29 April, 2019	In Progress	Withdraw
Service Request	SR-1067	29 April, 2019	In Progress	
Service Request	SR-1066		New	
Reappointment	R-779	27 April, 2019	Withdrawn	
Reappointment	R-778	27 April, 2019	Withdrawn	

Page navigation: 1 2 3 4 5 6 7 8 9 10 >

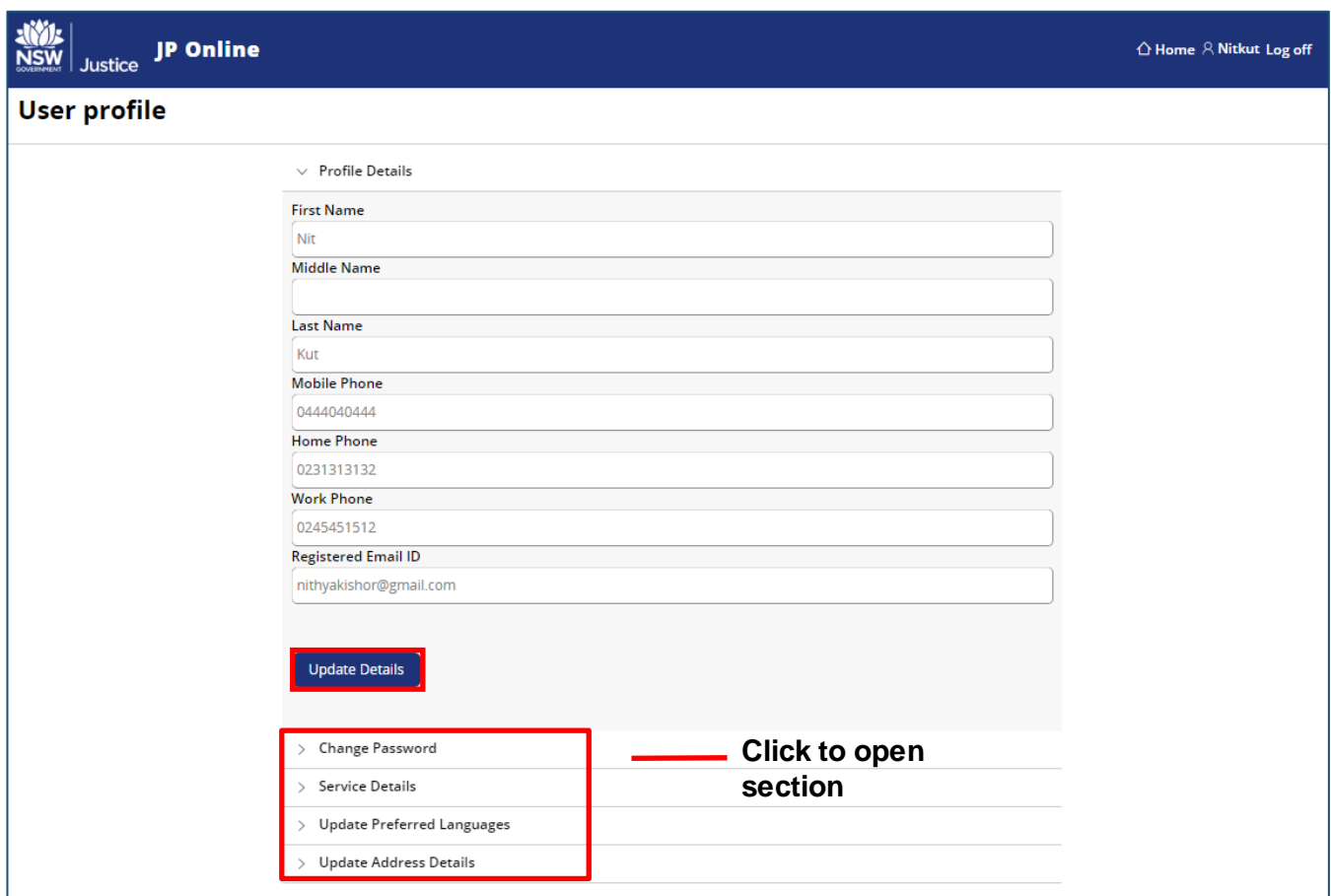
## Step 2: enter new details

Enter your new details in the relevant field, then select **Update Details**.

You can update other sections of your profile such as:

- your password
- JP Public Register details including hours of availability (only available to appointed JPs)
- preferred languages
- your address (only available to appointed JPs).

To update another part of your profile, select the section to display and edit your details.



NSW Justice JP Online Home Nitkut Log off

### User profile

Profile Details

First Name  
Nit

Middle Name

Last Name  
Kut

Mobile Phone  
0444040444

Home Phone  
0231313132

Work Phone  
0245451512

Registered Email ID  
nithyakishor@gmail.com

Update Details

> Change Password

> Service Details

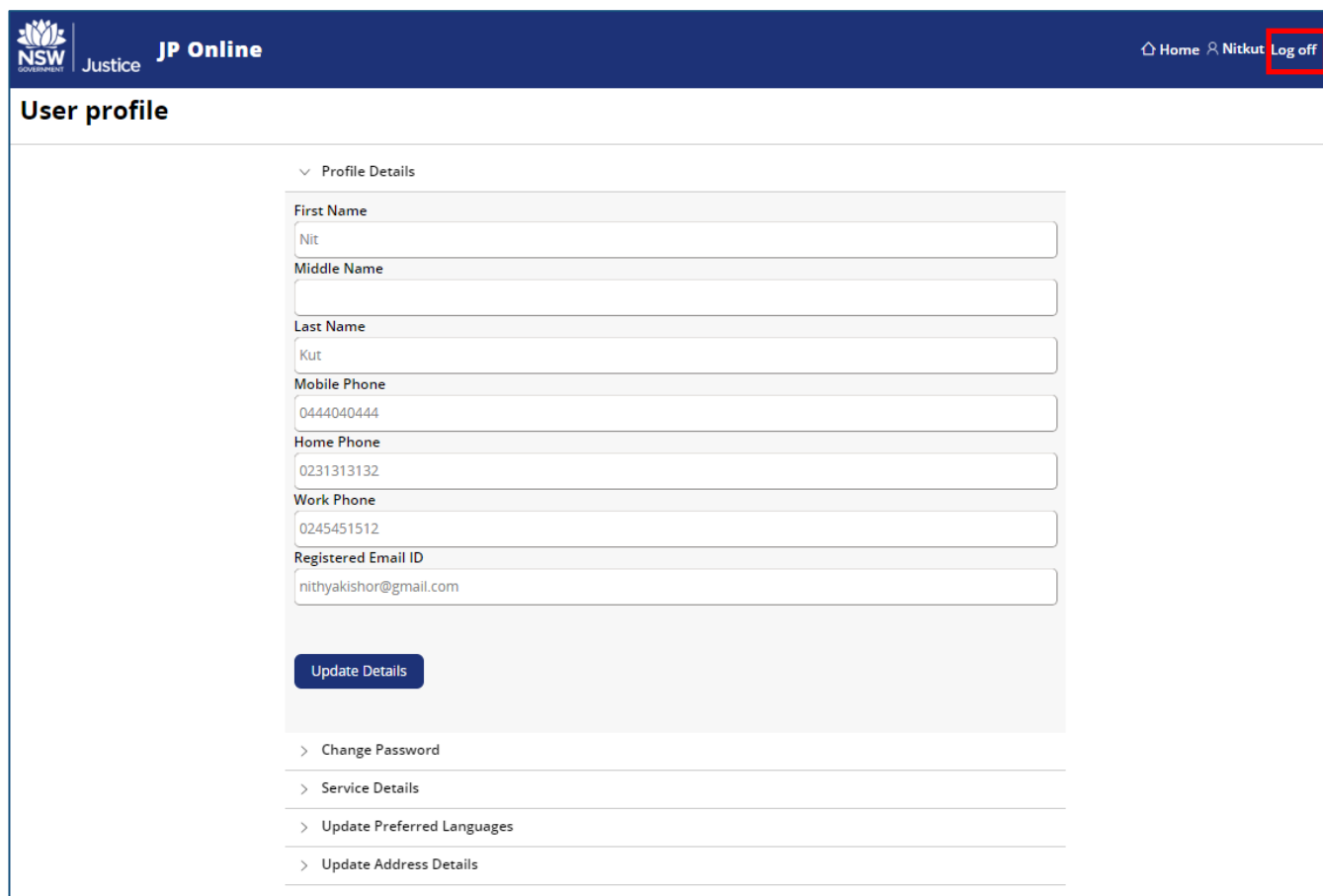
> Update Preferred Languages

> Update Address Details

Click to open section

## Step 3: sign out

Select **Log off** when you have finished to keep your account secure.



NSW GOVERNMENT Justice **JP Online** Home Nitkut **Log off**

### User profile

Profile Details

First Name  
Nit

Middle Name

Last Name  
Kut

Mobile Phone  
0444040444

Home Phone  
0231313132

Work Phone  
0245451512

Registered Email ID  
nithyakishor@gmail.com

Update Details

- > Change Password
- > Service Details
- > Update Preferred Languages
- > Update Address Details

### For more information

Visit the website at  
[www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)

Email  
[jp@justice.nsw.gov.au](mailto:jp@justice.nsw.gov.au)

Write to  
**Appointment Services**  
**NSW Department of Justice**  
**Sydney NSW 2001**

Call the JP Infoline  
**02 8688 7487**  
**(9am-5pm Monday to Friday)**