

# HEA Fellowship Recognition

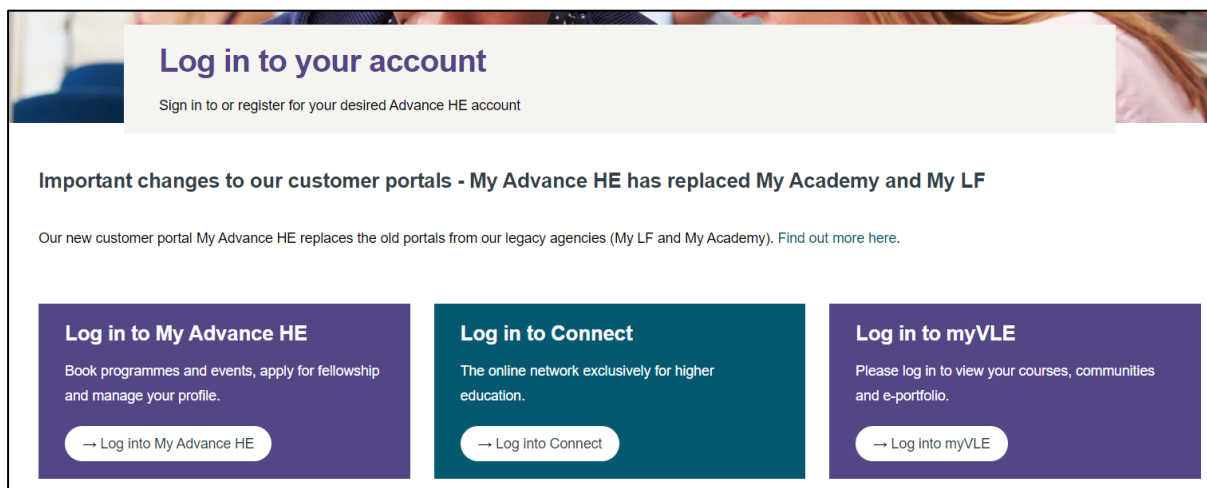
## Changing your Organisational Affiliation

If you already hold a category of Fellowship but have changed institutions, please login to the My Advance HE's database (previously known as MyAcademy) on Advance HE's website (<https://www.advance-he.ac.uk>) and change your organisational affiliation to that of Swansea University.

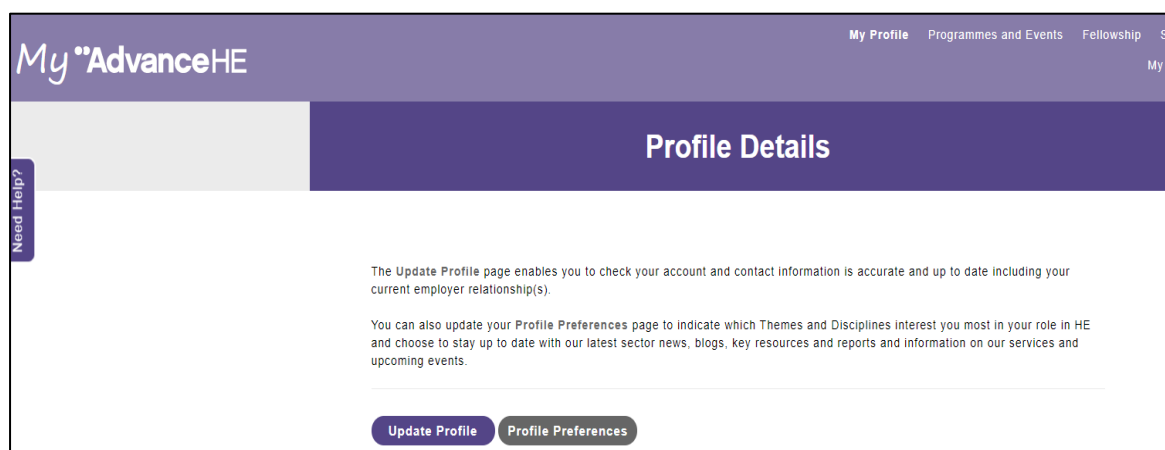
1. From the Login In at the top right of Advance HE's website,



login to My Advance HE,



2. Select "My profile"> "Profile Details" and create a new "Employer Relationship" ADDING Swansea University as your new employer (see screenshot below showing once you've logged in, where to update the details)



3. If you can't recall what your login might have been with the institution at which you gained your recognition, you can contact AdvanceHE (details on the login page) and they will send you a reminder/opportunity to change.
4. We don't get automatic notification from Advance HE of such changes and given the large numbers of staff with Fellowship, similar names etc it can be difficult to spot amendments. **So please send us an email ([salt@swansea.ac.uk](mailto:salt@swansea.ac.uk)) when you've done that** and it will make the process a bit smoother of also liaising with HR to ensure that your details on the ABW database is up to date.

**SALT**

**September 2020**

**Rev 1.2**