Self Service
Confirm Your Address, Email Address, Phone Number, and Emergency Contact Information

Every term before registration you will be required to confirm (or change if necessary) your address, email address, and phone number and your emergency contact information. It's a very simple process that will only take a few minutes. The process is below.

1. Log into Self Service;
2. Click on the User Options button at the bottom of the panel on the far left (it looks like a little person inside a circle; if you hover over it, it says User Options);

3. Select User Profile;

4. The addresses, email addresses, and phone numbers we have in our student information system for you will be displayed. If they are correct, just click on the Confirm buttons on the right. *You will need to click on all three Confirm buttons.* If they are all correct, that's all you need to do.

5. If they are not correct and you wish to make a change, click on the Add New button;

6. Enter your new address and click on Add Address;
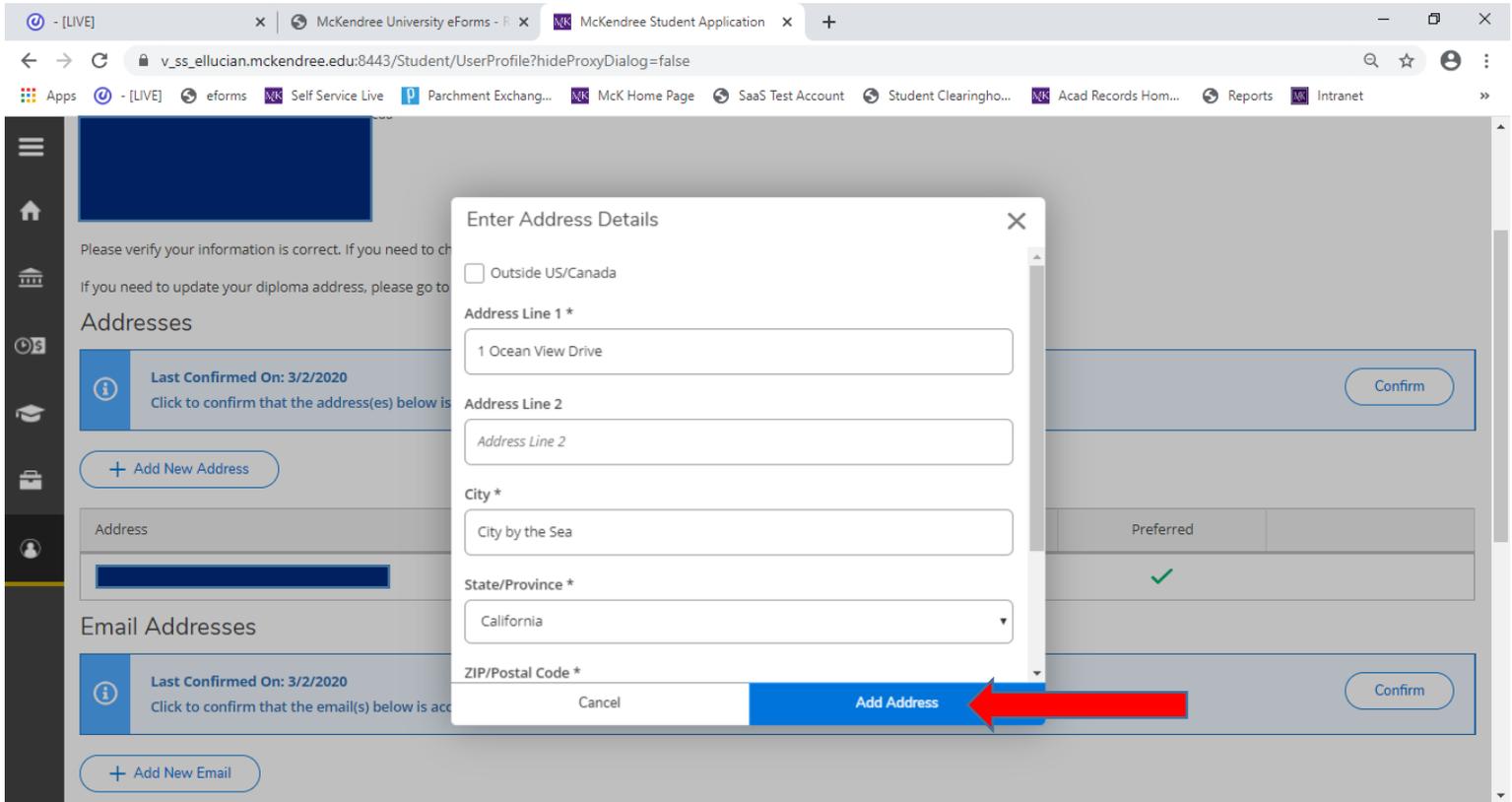

7. Both your old home address and your new address will appear; the new one will have a type of WEB Obtained. Records Office personnel will confirm the new address in our student information system and then your Home address will be updated.
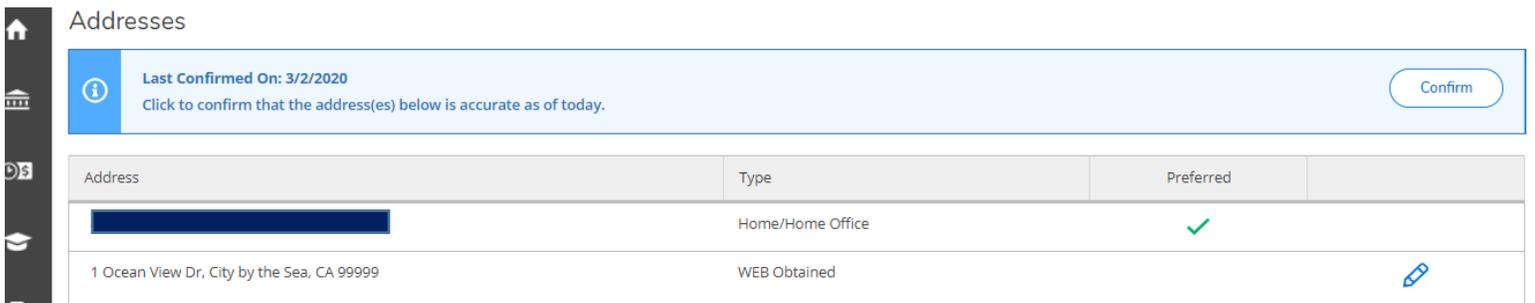
8. You can also change your personal email address and your phone numbers on this page.

To change your emergency contact information:

1. Click on User Options and then Emergency Information;
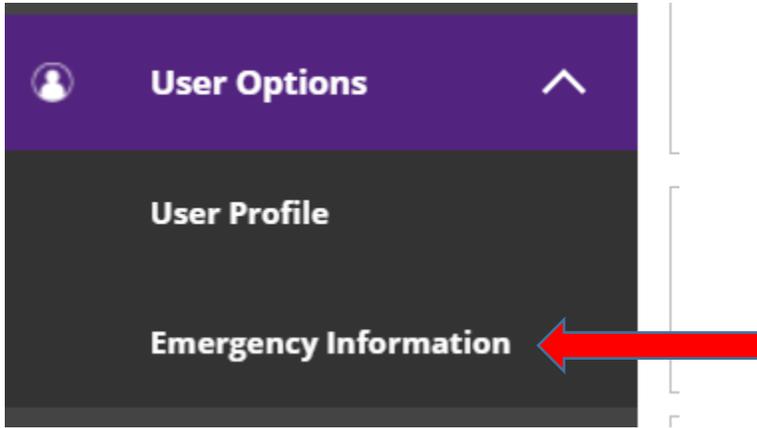
2. The emergency contact information we have in our student information system will appear; if everything is correct, click the confirm button.
3. To add a new contact, click the Add New Contact button;
4. To change information about your contact, click on the pencil icon;
5. To delete an emergency contact, click on the X.