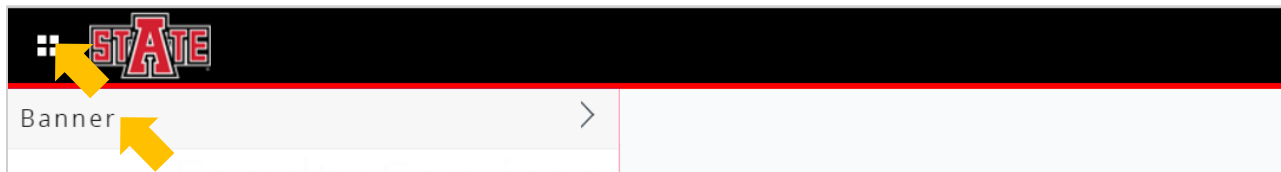


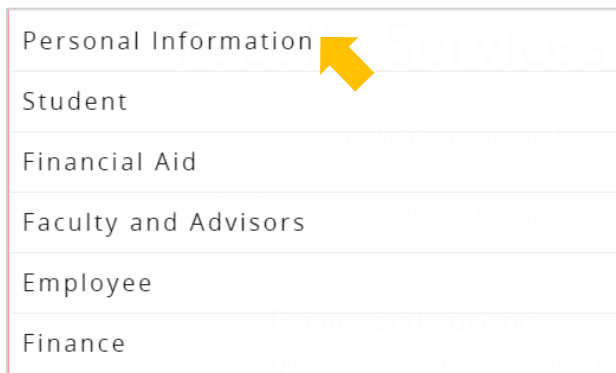
UPDATE PERSONAL INFORMATION

You can manage personal information in Self Service. On the Self Service home page:

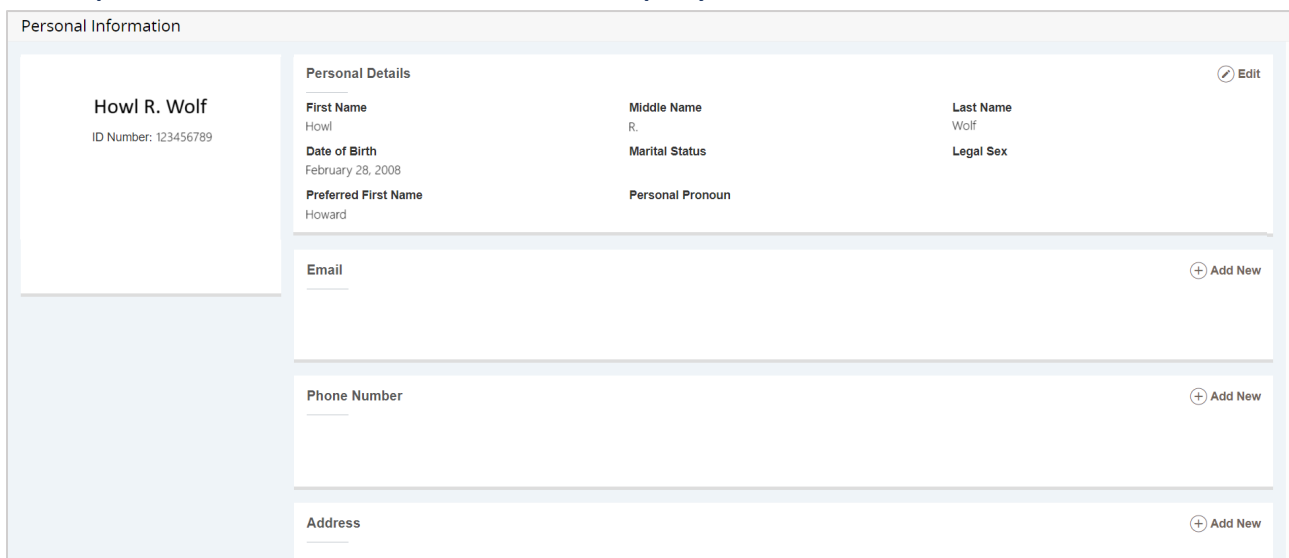
1. Select the *four-square menu button* on the upper left, then select **“Banner”**



2. Select **“Personal Information”**





3. Your personal information will be displayed



You can manage preferred first name, email, phone number, address, and emergency contact information.

4. Go to the section for the type of information you'd like to manage

- a. To add an entry, select **“Add New”**
- b. To edit an entry, select the pencil icon 
- c. To delete an entry, select the trash can icon 


EXAMPLE: Managing Address Information

1. To add an address entry, select **“Add New”**
 - a. Enter the necessary information and select **“Add”**

Add Address ✕

Type of Address Mailing	Valid From 04/12/2023	Valid Until MM/dd/yyyy
Address Line 1 PO Box 2520	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4 Enter Address Line 4	City State University	State/Province Arkansas
County Select County	Zip/Postal Code 72467	Country United States of America


Add


2. To edit an address entry, select the pencil icon 
 - a. Update the necessary information and select **“Update”**

Edit Address ✕

Type of Address Mailing	Valid From 04/12/2023	Valid Until MM/dd/yyyy
Address Line 1 PO Box 2520	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4 Enter Address Line 4	City State University	State/Province Arkansas
County Not Applicable	Zip/Postal Code 72467	Country Not Applicable

Cancel Update

3. To delete an address entry, select the trash can icon 
 - a. A pop-up will ask you to confirm the deletion, select **“Delete”**

 Are you sure you want to delete the selected address?

Cancel Delete