



# PS 8.9 QUICK REFERENCE GUIDE

## CHANGING PERSONAL INFORMATION

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### SELF SERVICE > STUDENT CENTER – PERSONAL INFORMATION

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This document will provide simple instructions for Changing Personal Information via the SIS.

1. **Login to SIS**
2. Navigate to **Self Service > Student Center – Personal Information**.
3. You may change your **address** and **phone numbers** using these steps.
4. To Change or Add Addresses:
  - In the box labeled **Contact Information**, click on the underlined address you want to change.
  - On the **Edit Address** screen, enter the new information and click on **OK**.
  - On the **Change Address** screen verify that the information shown is correct and click on the **Address Types** for the new address.
  - Enter the **date** that this address change will take effect and click on **SAVE**.
  - On the **Save Confirmation** page click on **OK**.
5. To **Delete** or **Add Phone Numbers**:
  - In the box labeled **Contact Information**, click on the underlined phone number.
  - On the Phone Numbers screen, click on the **delete** to remove the phone number shown.
  - To **add a phone** new phone number, click on **ADD A PHONE NUMBER**.
  - Select the **Phone Type** from the drop-down menu and enter the new phone number.
  - Verify that the information is correct and click **SAVE**.
  - On the **Save Confirmation** page click on **OK**.