

Updating Student Personal Information

With PeopleSoft Student Center

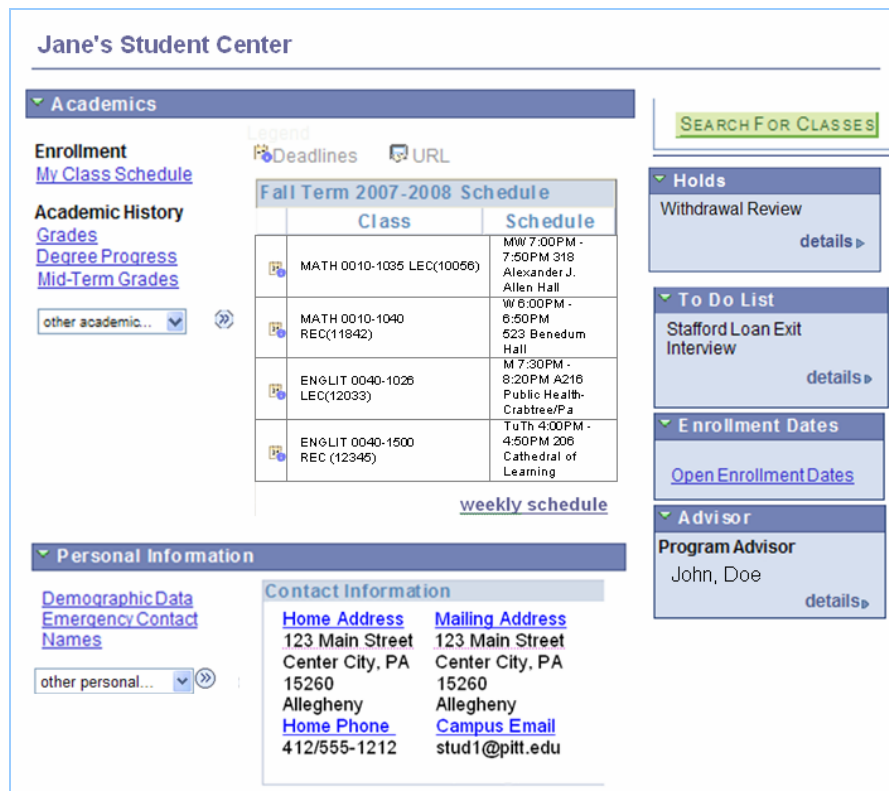
Introduction

A new feature of the PeopleSoft Student Center allows you to view your demographic information as recorded in the student system and permits you to update your personal contact information online. This document provides a brief overview of the address, telephone, e-mail, and other contact information that you can access and update.

Note: Personal demographic information is used by the University for business purposes. Students are urged to keep their information current.

Accessing PeopleSoft Student Center

Log in to **my.pitt.edu** with your University Computer Account username and password. Next, click the **Student Services** tab at the top of the page, and then click the **Link to Your Student Center**. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.



Jane's Student Center

Academics

Enrollment
[My Class Schedule](#)

Academic History
[Grades](#)
[Degree Progress](#)
[Mid-Term Grades](#)

other academic... [dropdown]

SEARCH FOR CLASSES

Legend: [icon] Deadlines [icon] URL

Fall Term 2007-2008 Schedule

Class	Schedule
MATH 0010-1035 LEC(10056)	MW 7:00PM - 7:50PM 318 Alexander J. Allen Hall
MATH 0010-1040 REC(11842)	W 6:00PM - 6:50PM 523 Benedum Hall
ENGLIT 0040-1026 LEC(12033)	M 7:30PM - 8:20PM A216 Public Health-Crabtree/Pa
ENGLIT 0040-1500 REC (12345)	TuTh 4:00PM - 4:50PM 206 Cathedral of Learning

weekly schedule

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)

other personal... [dropdown]

Contact Information

Home Address	Mailing Address
123 Main Street Center City, PA 15260 Allegheny	123 Main Street Center City, PA 15260 Allegheny
Home Phone 412/555-1212	Campus Email stud1@pitt.edu

Holds
 Withdrawal Review
[details >](#)

To Do List
 Stafford Loan Exit Interview
[details >](#)

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
 Program Advisor
 John, Doe
[details >](#)

Note: To return to the Student Services community in **my.pitt.edu**, simply sign out or minimize the PeopleSoft navigation window.

Personal Information

The **Personal Information** area contains your contact information. Your home, mailing, and e-mail addresses, and phone numbers will display as they exist in your student record. Note that your Demographic Data is read-only.

The screenshot shows a web interface for 'Personal Information'. It is divided into two main sections: 'Demographic Data' and 'Contact Information'. Under 'Demographic Data', there are links for 'Emergency Contact Names' and a dropdown menu currently set to 'other personal...'. Under 'Contact Information', there are two columns: 'Home Address' and 'Mailing Address', both showing '123 Main Street, Center City, PA 15260, Allegheny'. Below that, 'Home Phone' is '412/555-1212' and 'Campus Email' is 'stud1@pitt.edu'.

Each type of personal information can be viewed or updated by clicking on the appropriate link.

Demographic Data

1. Click on the **Demographic Data** link to view identification information. If any of the information that appears is incorrect, contact the Office of the Registrar at your campus.

Emergency Contact:

The first time you access this option, contacts may not be listed and only the **Add** option will be available. The first contact name that is entered will be listed as the primary contact. Once this information is entered, it can only be changed and not deleted.

1. Click on the **Emergency Contact** link to view existing contact information.

The screenshot shows the 'Emergency Contacts' section. It includes a text block: 'Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.' Below this is a table with columns 'Contact Name' and 'Relationship'. One contact is listed: 'Jane Doe' with relationship 'Mother'. To the right of the contact name are 'edit' and 'delete' buttons. Below the table are two buttons: 'ADD AN EMERGENCY CONTACT' and 'CHANGE THE PRIMARY CONTACT'. Below that, it says 'Primary Contact Jane Doe'.

2. To manage the list:

- Click **Add an Emergency Contact** **ADD AN EMERGENCY CONTACT** to add a new entry to the list and click **Save** **SAVE**.
- Click **edit** **edit** to make changes or **delete** **delete** to remove an existing name. Then click **Save** **SAVE**.

3. Click on a **Contact Name** to view complete contact information. The primary contact's name will always display by default.

Note: One contact name must be designated as a primary emergency contact. To change this information, click **Change the Primary Contact** **CHANGE THE PRIMARY CONTACT** and click **Save** **SAVE**.

Names:

Your primary name is listed by default and cannot be edited or deleted. Click on the **Names** link to view current name information.

Names

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name
Primary	Ms Jane Doe

[ADD A NEW NAME](#)

Addresses:

The home and mailing addresses are listed by default. If applicable, a graduation address is displayed as view only. Changes can be made to home and mailing addresses. Note an address association type is required when a new address is added.

1. Click on the **Home** or **Mailing** address link to view current address information.

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	123 Home Lane Unit A Door 3 Home City, AL 12345 Alcounty	edit
Mail	1245 Mailing Street Home City, PA 15260 Allegheny	edit
Graduate	123 Main Street Pittsburgh, PA 15221 Allegheny	

[ADD A NEW ADDRESS](#)

2. To manage the list:

- Click **Add a New Address** [ADD A NEW ADDRESS](#) to add a new entry, select address association type and click **Save** [SAVE](#).
- Click on **edit** [edit](#) to make changes and click **Save** [SAVE](#).

Telephone Numbers:

The cell, home, and mailing phone numbers are listed if available. These phone numbers can be edited or deleted. Note you can only add a phone number for a phone type that does not already exist.

1. Click on the **Home Phone** link to view current telephone information specific to type.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.


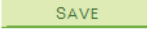


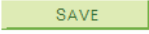
*Phone Type	Telephone	Ext	Preferred	
Cellular	412/555-1212		<input type="checkbox"/>	delete
Home	412/555-1111		<input type="checkbox"/>	delete
Mailing	724/724-1234		<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

2. To manage the list:

- Click **Add a Phone Number**  to add a new entry to the list. Then click **Save** .
- Select **Phone Type** from the drop-down menu or type new telephone number.
- To set a primary contact number, check the Preferred box next to the number. Then click **Save** .
- Click on **delete**  to remove an existing phone number. Then click **Save** .

E-mail Addresses:

Your University e-mail address is listed by default. Your University e-mail address is used by the University for official business and therefore cannot be edited or deleted.

1. Click on the **E-mail Address** link to view current address information.

Email Addresses

Email Type	Email Address	Preferred	
Campus	stud1@pitt.edu	<input checked="" type="checkbox"/>	delete

Shortcuts

With the exception of the demographic data and emergency contact information, a drop-down menu is also available to access addresses, e-mail address, and phone numbers. Select the option you wish and then click the **double**

arrows  to continue.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

Addresses
Email Addresses
Phone Numbers
other personal...

Contact Information

[Home Address](#)
123 Main Street
Center City, PA
15260
Allegheny

[Mailing Address](#)
123 Main Street
Center City, PA
15260
Allegheny

[Home Phone](#)
412/555-1212

[Campus Email](#)
stud1@pitt.edu

Need Help?

For technical assistance, contact the Technology Help Desk at 412-624-**HELP** [4357] or via e-mail at helpdesk@pitt.edu. For questions concerning academic policies or important dates, contact the Office of the Registrar at your campus.