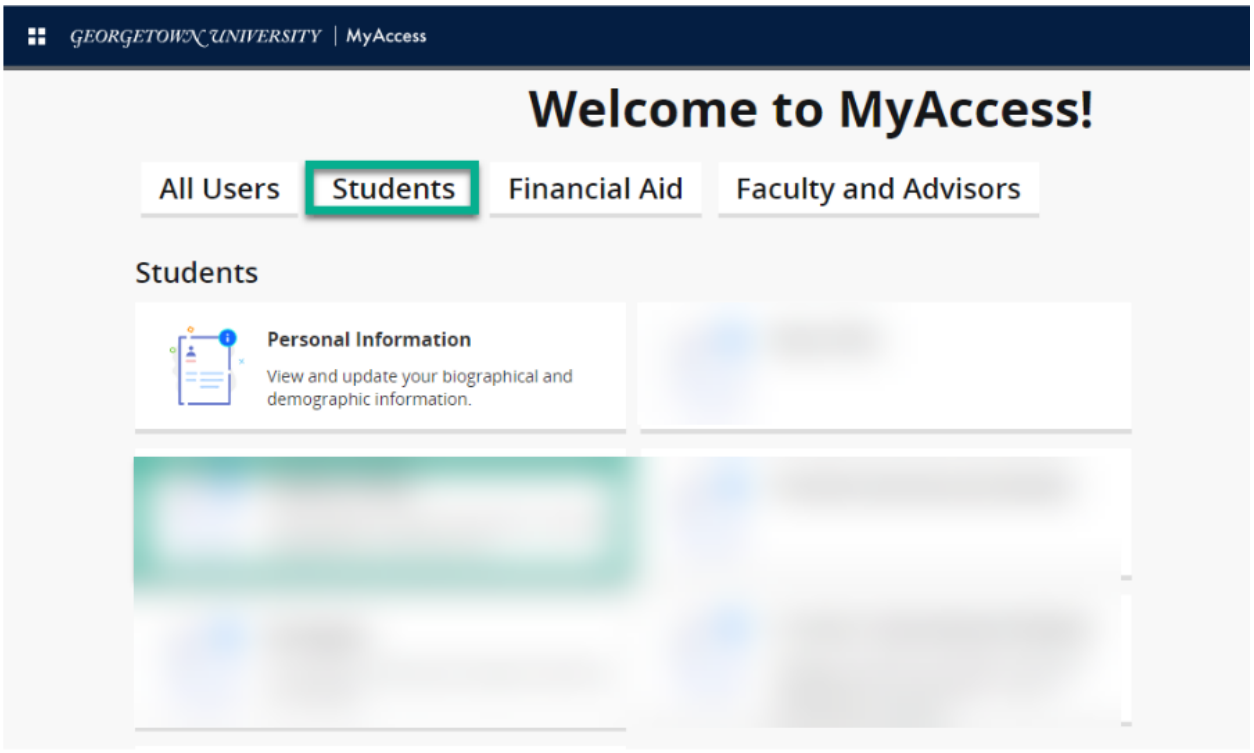
UPDATING CONTACT INFORMATION

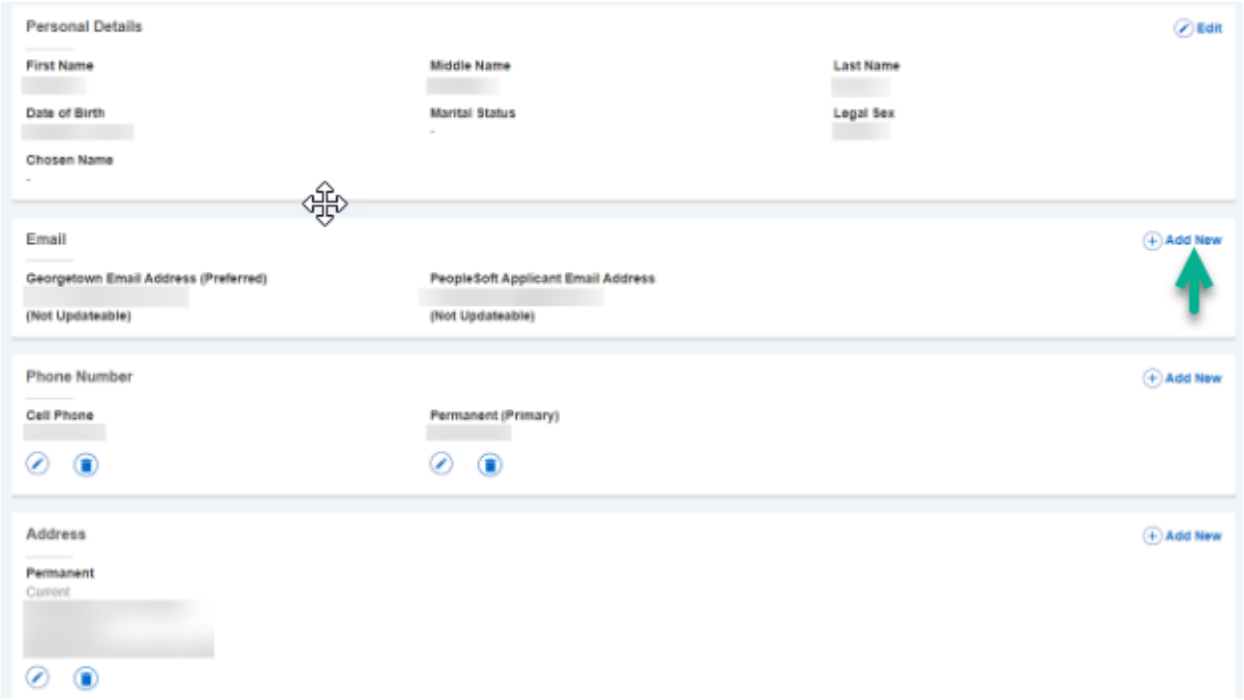
Overview

Students may update their contact information via the "Students" tab in MyAccess.

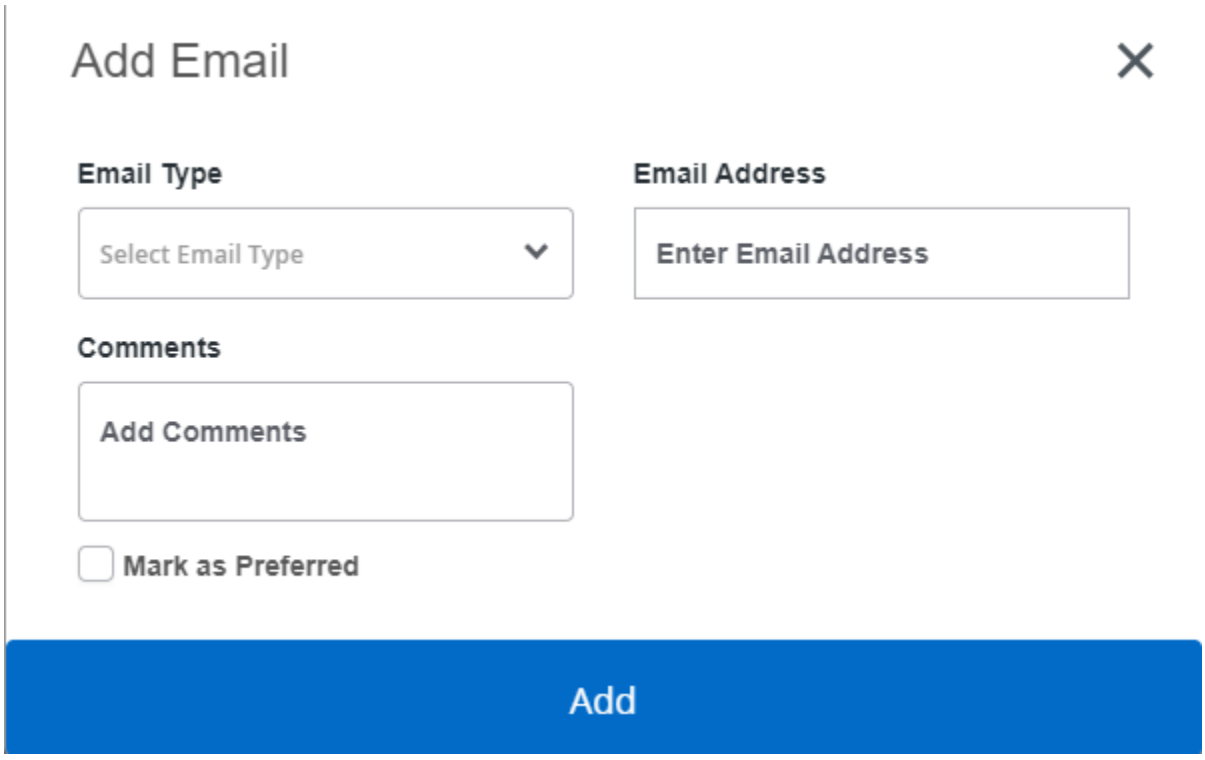
Procedure

1. Navigate to the *Students* tab and select *Personal Information*.





2. To add a new email address, phone number, or address, click the "Add New" button. Select the type of email address/phone number/address. Then enter the details and optional comments. Click "Add" button to save and return to the Personal Information page.



Add Phone Number

Phone Type

Select Phone Type

Phone Number

Area Code | Phone Number | Extension

International Access Code and Phone Number

International Phone Number

☐ Primary ☐ Unlisted

Add

Add Address

Type of Address

Select Address Type

Valid From

MM/dd/yyyy

Valid Until

MM/dd/yyyy

Address Line 1

Enter Address Line 1

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

Enter City

State/Province

Select State

County

Select County

Zip/Postal Code

Enter Zip Code

Country

Select Country

Add

FAQs

Questions?

Contact the Records Team at lawreg@georgetown.edu