

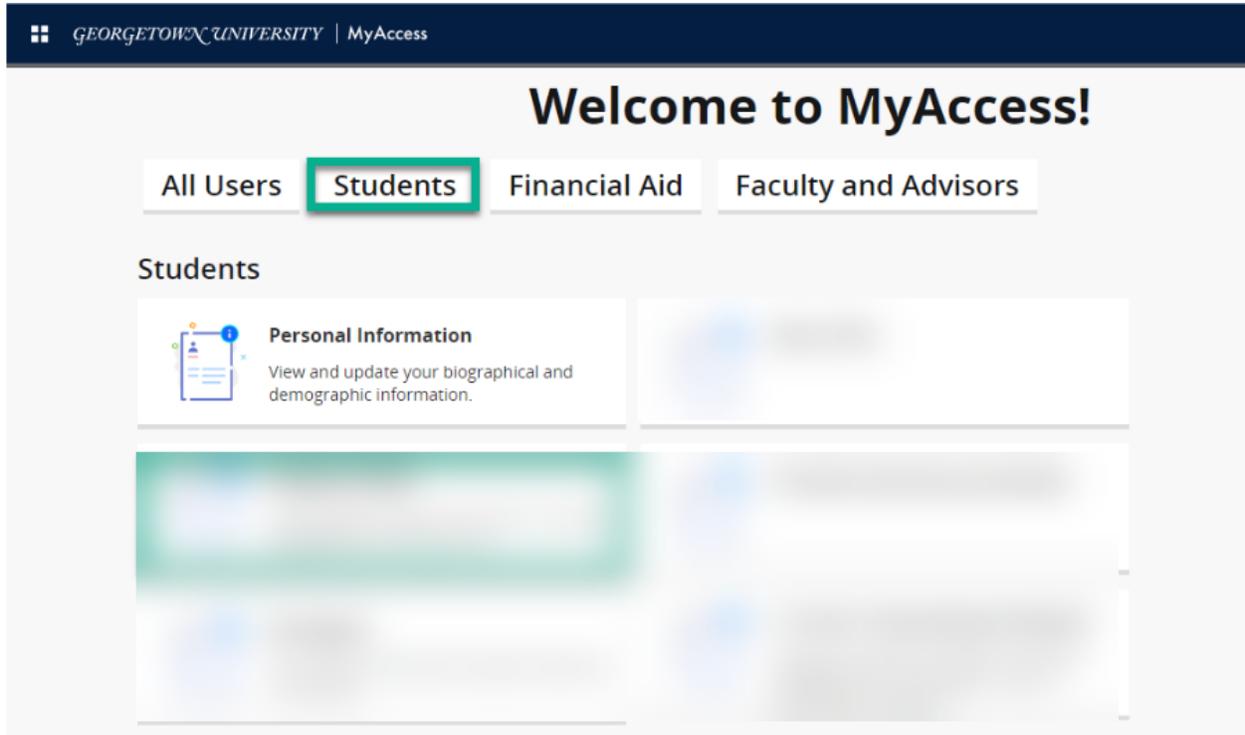
# UPDATING CONTACT INFORMATION

## OVERVIEW

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

## PROCEDURE

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



The screenshot displays the MyAccess interface for Georgetown University. At the top, the header reads "GEORGETOWN UNIVERSITY | MyAccess". Below this, a large heading says "Welcome to MyAccess!". A navigation bar contains four tabs: "All Users", "Students", "Financial Aid", and "Faculty and Advisors". The "Students" tab is highlighted with a green border. Underneath the "Students" tab, there is a section titled "Students" containing a card for "Personal Information". This card features a person icon and the text: "Personal Information" and "View and update your biographical and demographic information." The rest of the page content is blurred.

**Personal Details** ✎ Edit

First Name	Middle Name	Last Name
Date of Birth	Marital Status	Legal Sex
Chosen Name		

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**Email** + Add New

Georgetown Email Address (Preferred) (Not Updateable)	PeopleSoft Applicant Email Address (Not Updateable)
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**Phone Number** + Add New

Cell Phone	Permanent (Primary)
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**Address** + Add New

Permanent  
Current

- 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 Email ✕

<p><b>Email Type</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Select Email Type</span> <span>▼</span> </div>	<p><b>Email Address</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p style="margin: 0;">Enter Email Address</p> </div>
<p><b>Comments</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> <p style="margin: 0;">Add Comments</p> </div>	
<p><input type="checkbox"/> <b>Mark as Preferred</b></p>	

Add

## Add Phone Number



### Phone Type

### Phone Number

Area Code	Phone Number	Extension
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### International Access Code and Phone Number

Primary  Unlisted

Add

## Add Address



### Type of Address

### Valid From

### Valid Until

### Address Line 1

### Address Line 2

### Address Line 3

### Address Line 4

### City

### State/Province

### County

### Zip/Postal Code

### Country

Add

FAQs

QUESTIONS?

Contact the Records Team at [lawreg@georgetown.edu](mailto:lawreg@georgetown.edu)