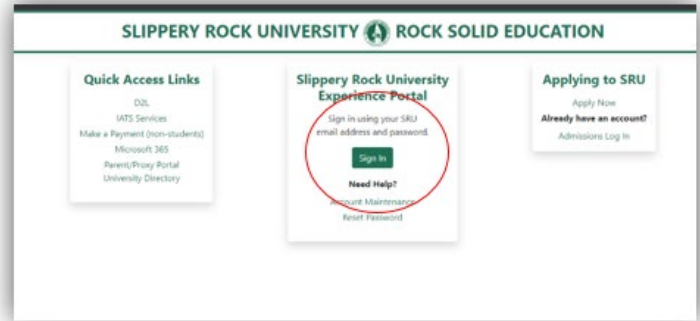
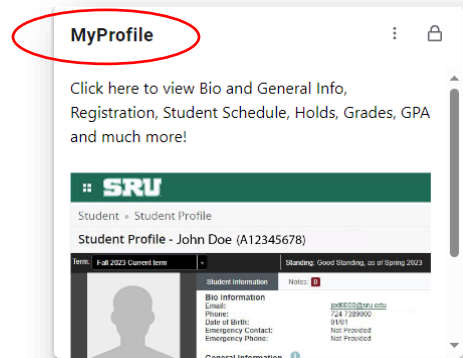


# Updating Personal Information in MySRU

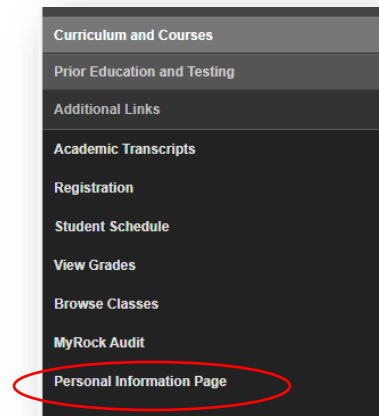
- Sign In to your MySRU portal



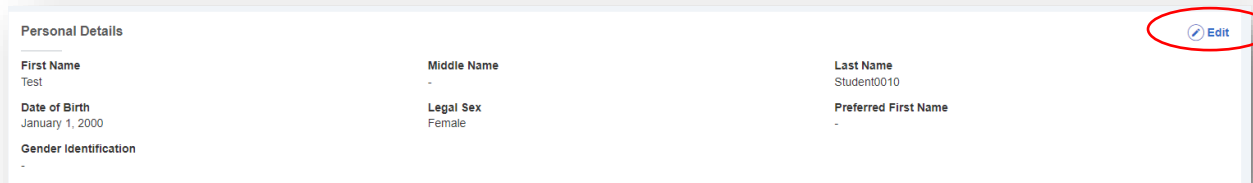
- Click MyProfile card



- Click **Personal Information Page**
  - You can update [Preferred First Name](#), [Gender Identification](#), [Email](#), [Phone Number](#), [Address](#), and [Emergency Contact](#).



- **Personal Details**
  - Lists Legal First, Middle, and Last Names, Date of Birth, Legal Sex, Preferred First Name and Gender Identification.
  - Click Edit in top right corner of Personal Details to add/edit Preferred First Name and/or Gender Identification



➤ **Edit/Add Preferred First Name and/or Gender Identification**

○ **Preferred First Name** – you may enter a Preferred First Name

▪ Preferred First Names can be used on the following:

- Student ID Card
- Official Student Email Display Name
- Diploma
- Commencement Program
- Commencement Card
- Advising Profile
- Class List (in Banner)
- D2L

Form fields and values:

Field	Value
First Name	Test
Middle Name	
Last Name	Student0010
Date of Birth	January 1, 2000
Legal Sex	Female
Preferred First Name	Enter Preferred First Name
Gender Identification	Not Applicable

▪ Legal Names will be used for official university records including, but not limited to:

- Legal Documents and Reports Produced by the University
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts
- Enrollment Verifications
- Degree Verifications
- Student Employment Documents
- Paychecks, W2s, and other Payroll documents

○ **Gender Identification** - use the drop-down arrow, select a self-identified Gender Identification. This information is only visible on the Personal Information Page for you to see.

Form fields and values:

Field	Value
First Name	Test
Middle Name	
Last Name	Student0010
Date of Birth	January 1, 2000
Legal Sex	Female
Preferred First Name	Enter Preferred First Name
Gender Identification	Not Applicable

○ **Click Update to save.**

○ You cannot edit your Legal First Name, Middle Name, and Last Name, Date of Birth, or Legal Sex through the Personal Information Page. Contact Academic Records and Registration to update this information.

## ➤ Email

Email + Add New

**SRU Campus E-mail (Preferred)**  
teststudent0010@sru.edu  
(Not Updateable)

- Add Email:
  - Click Add New, select email type, enter email address, and click Add.
- Edit Existing Email:
  - Click the Pencil Icon under email, make changes, and click Update.
- Delete Email:
  - Click Trash Can icon under email address and click Delete.
- Your SRU Campus email and any Financial Aid related email cannot be changed/removed.

## ➤ Phone Number

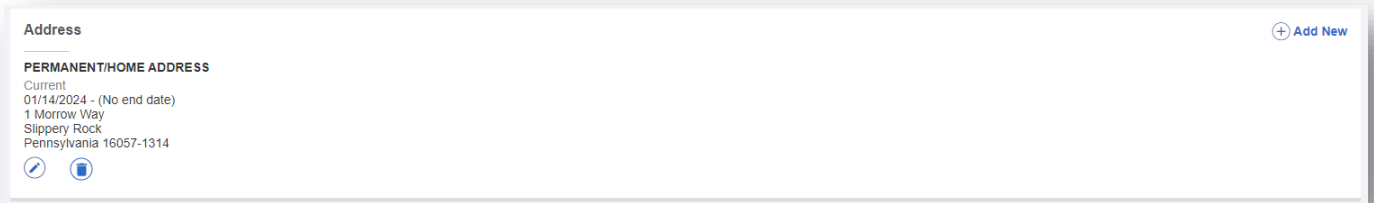
Phone Number + Add New

**HOME PHONE (NOT CELL) (Primary)**  
724 7389000

- Indicate Primary Phone Number
  - You should only indicate one number as primary.
  - Click the Pencil Icon under phone number that is your preferred phone number to be contacted and make sure Primary is checked.
- Add Phone Number
  - Click Add New, select phone number type, enter phone number, and click Add.
- Edit Existing Phone Number
  - Click the Pencil Icon under phone number, make your changes, and click Update.
- Delete Phone Numbers
  - Click Trash Can Icon under phone number and click Delete.
- Financial Aid related phone numbers cannot be changed/removed.
- If you check Unlisted on any phone number, the number will not display on your student profile.

## ➤ Address



### ○ Add Address

- Click Add New, select your address type, enter address, and click Add.
- To add a new address that has the same address type as a currently listed address, you must add an end date in the Valid Until box on the current address before you will be able to add your new address.

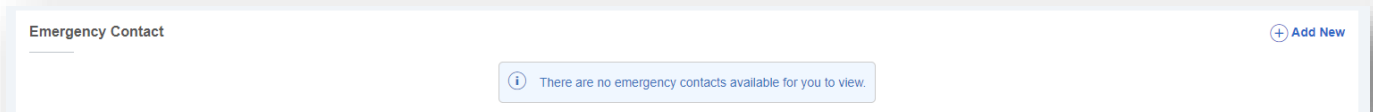
### ○ Edit Existing Address

- Click the Pencil Icon under address, make your changes, and click Update.
- If you live on campus, you cannot edit your on-campus address.

### ○ Delete Address

- Click Trash Can Icon under address and click Delete.

## ➤ Emergency Contact



### ○ Add Emergency Contact

- Click Add New, enter your emergency contact's information, and click Add. Please be sure to include all the contact information for your emergency contact(s).

### ○ Edit Existing Emergency Contact

- Click the Pencil Icon under contact, make your changes, and click Update.

### ○ Delete Emergency Contacts

- Click Trash Can Icon under contact and click Delete.

### ○ Change Order of Emergency Contacts

- You can also select/change the order for whoever should be contacted first in case of an emergency.
- Click the Pencil Icon under contact, select order number in dropdown, and click Update.

## ➤ Questions, Comments, or Concerns?

- Contact Academic Records, [academic.records@sru.edu](mailto:academic.records@sru.edu), 724.738.2010, or Old Main Suite 107.