



# Using the Student Center: View/Update Personal Information

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to view and update personal information.

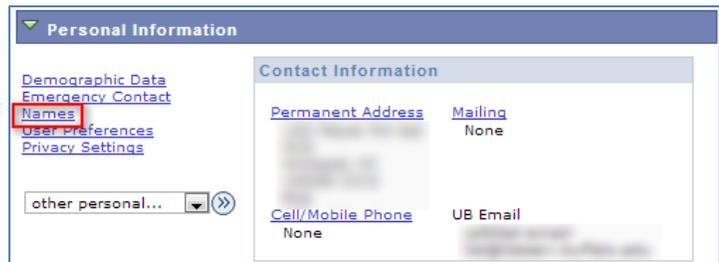
The Personal Information group box contains information about you including your name, addresses, phone numbers, and emergency contacts. Use it to:

- View how your name is displayed officially
- View, update, and edit your Address(s)
- View, update, and edit your phone number(s)
- View, update, and edit your Emergency Contact(s)

## Review Your Name

To view the name UB has on record for your name click the Names link under the Personal Information group.

Review your name. this rendition of your name will be used by the University at Buffalo for billing, reporting, class rosters, grade reports, transcripts, and diploma functions.



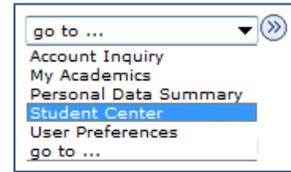
You are not able to change or update your name on this site. If you need to correct the way your name is displayed (e.g. Legal name change), refer to the Office of the Registrar's website: <http://registrar.buffalo.edu/personalinfo/studentname.php>

International students should contact the International Student and Scholar Services Office at 210 Talbert or by email at [intlservices@buffalo.edu](mailto:intlservices@buffalo.edu).

Notice that Names tab is one of many listed at the top of page. You will find those same links listed at the bottom of many pages within the Student Center.

## Update Existing Address Information

Using the Go To... list box navigate quickly to the Student Center and then click the  button.



In the Personal Information group box, you will see an inserted box called "Contact Information". Review your contact information to ensure that each piece of information is correct.



**NOTE:** Students must maintain accurate address information on file with the University. The following Address types are part of your record.

- **Permanent Address:** This address is used by the Admissions office to communicate with students via paper. The Bursar's office mails the last bill to this address, as well as sends refunds to this address should the student not have their Local or Mailing address up to date. Finally, the Registrar's office will mail University diplomas to this address.
- **Local Address:** A student's off campus residence while attending UB (not including their dormitory). Initial refunds will be sent to this address.
- **Mailing Address:** Where the student's mail is delivered. Refunds will be sent to this address if the student has not updated their local address.
- **Residence Hall Address:** A student's on-campus residence while attending UB. (This is populated/maintained by the Housing office.)

To update address information, click the link labeled either "Permanent Address" or "Mailing".

To edit the address, click the edit button.

Address Type	Address	
Permanent	123 Main Street Buffalo, NY 14260 Erie	

In the Edit Address box, change the fields to reflect the correct information and click OK for HUB to save the information.

A screenshot of the 'Edit Address' form. The fields are: Country (United States, with a 'Change Country' button), Address 1 (123 Main Street), Address 2 (empty), Address 3 (empty), City (Buffalo), State (NY, with a search icon and 'New York' text), County (Erie), and Postal (14260). There are 'OK' and 'Cancel' buttons at the bottom.

Notice that the default country is United States. If you need to change the country, click the “Change Country” link and select the appropriate country from the list by clicking on the link in the first column.



### Adding a New Address

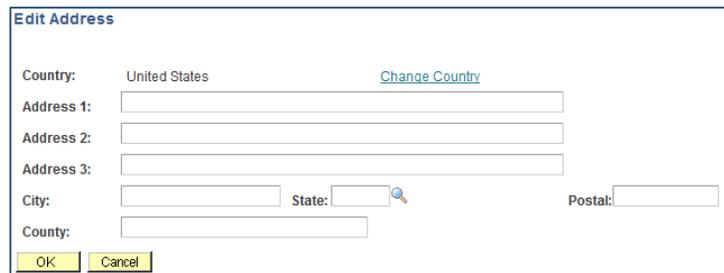
There are times that your situation will require that you add a new address, whether that be a Permanent address, Mail Address, or Local address.

Click on any of the links above a contact information piece within the Personal Information group box.



Click the **ADD A NEW ADDRESS** button.

On the next screen, enter the information for the new address. When complete, click the OK button.



The next screen will ask what type of new address this is. You can select Permanent, Mail, or Local. Notice if there is an asterisk to the right of a type of address, this indicates that another address is already associated with this type. If you select this type, you will automatically replace the previous address.



On the bottom is “Date new address will take effect”. You can accept the date that is displayed or select the  icon to select a different date. Click **SAVE** when you are done.

## Update Your Phone Number(s)

At the Student Center, you'll see a link for Cell/Mobile Phone that you should click on if you want to edit your phone number(s).

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)  
[Privacy Settings](#)

**Contact Information**

[Permanent Address](#)  
 123 Main Street  
 Buffalo, NY 14260  
 Erie

[Mailing](#)  
 None

[Cell/Mobile Phone](#)  
 716/123-4567

[UB Email](#)  
 victorbull@buffalo.edu

other personal... >>

On the edit page, make the changes to the appropriate numbers. Indicate by checking the  to indicate the preferred phone number to use.

**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	
Mobile	716/123-4567		<input type="checkbox"/>	<a href="#">delete</a>
Permanent	716/765-4321		<input checked="" type="checkbox"/>	<a href="#">delete</a>

[ADD A PHONE NUMBER](#)

[SAVE](#)

\* Required Field

Notice that for each number listed, there is a drop down box for you to select which type of phone number this is. You can select from Mobile, Business, FAX, Local, Mobile, Permanent, or Work.

\*Phone Type

- Mobile
- Business
- FAX
- Local
- Mobile
- Permanent
- Work

You also have the option of deleting a phone number by clicking the [delete](#) button. Should you click the [delete](#) button, a confirmation page will appear asking you if you are sure you want to delete the Phone Number.

If you want to add an additional phone number click the [ADD A PHONE NUMBER](#) button.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	716/352-0635		<input type="checkbox"/>	<a href="#">delete</a>
Permanent	716/833-3679		<input checked="" type="checkbox"/>	<a href="#">delete</a>
			<input type="checkbox"/>	<a href="#">delete</a>

You'll see a new row appear. Complete the new row with the appropriate information.

When you have edited/added new phone numbers, click [SAVE](#) to save your changes.

## Adding an Emergency Contact

Click “Emergency Contact” link within the Personal Information group.

If you do not have an Emergency Contact click the **ADD AN EMERGENCY CONTACT** button.

The screenshot shows the 'Personal Information' section of a user profile. On the left, there are links for 'Demographic Data', 'Emergency Contact' (highlighted in red), 'Names', 'User Preferences', and 'Privacy Settings'. On the right, there is a 'Contact Information' section with fields for 'Permanent Address' (123 Main Street, Buffalo, NY 14260, Erie), 'Mailing' (None), 'Cell/Mobile Phone' (716/123-4567), and 'UB Email' (victorbull@buffalo.edu). At the bottom left, there is a dropdown menu with 'other personal...' and a right-pointing arrow.

Complete the Emergency Contact Detail form. The Contact Name is a required field.

Also indicate the relationship this person has to you by selecting the drop down box for this field.

If the contact person has the same address as you, click the  box to indicate this. You will then be given the option to select which type of address they have the same as you.

The screenshot shows the 'Emergency Contact Detail' form. It includes fields for '\*Contact Name', '\*Relationship' (set to 'Other'), and 'Contact's Address'. There is a checkbox for 'Same Address as Individual'. Below this, there are fields for 'Country' (United States) and 'Address', with an 'Edit Address' link. The 'Contact's Phone' section has a checkbox for 'Same Phone as Individual' and fields for 'Phone' and 'Extension'. Below that is a table for 'Other Telephone Numbers' with columns for '\*Phone Type', 'Phone Number', and 'Extension'. There are 'ADD A PHONE NUMBER' and 'SAVE' buttons, and a link to 'Return to Emergency Contacts Summary'.

This close-up shows the 'Same Address as Individual' checkbox checked. To its right is the 'Address Type' dropdown menu, which is open and shows options: 'Mailing', 'Permanent', and 'Permanent' (highlighted).

If the Contact has the same phone number as you, click “ Same Phone Number as Individual”. You will then be presented with which type of phone number is the same number.

This close-up shows the 'Same Phone as Individual' checkbox checked. To its right is the 'Phone Type' dropdown menu, which is open and shows options: 'Permanent', 'Mobile', and 'Permanent' (highlighted).

If the contact has Other Telephone Numbers to be reached at, you can type that in the bottom form.

The screenshot shows the 'Other Telephone Numbers' table with columns for '\*Phone Type', 'Phone Number', and 'Extension'. There is one empty row below the header.

If you want to add additional numbers click the **ADD A PHONE NUMBER** button to add as many additional rows as wanted.

Click the **SAVE** button to save all Emergency Contact information you’ve added/edited.

This concludes this tutorial.