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.

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.

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

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

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.

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

When you have edited/added new phone numbers, click 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 button.

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.

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.

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

If you want to add additional numbers click the button to add as many additional rows as wanted.

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

This concludes this tutorial.