



## Updating Your Personal Information

With PeopleSoft Student Center

### Overview

The PeopleSoft Student Center allows you to view your demographic information as recorded in the student system and permits you to update your personal contact information online. This document provides a brief overview of the address, telephone, email, and other contact information that you can access and update.

**Note:** *Personal demographic information is used by the University for business purposes. Students are urged to keep their information current.*

### Accessing PeopleSoft Student Center

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password. Next, click the **Student Center** pass-through link on the right-hand side of your portal home page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.

The screenshot shows the 'Pittsburgh's Student Center' interface. It features several main sections:

- Academics:** Includes links for Search, Enroll, My Academics, and Mid-Term Grades. A dropdown menu is set to 'other academic...'. A table titled 'Fall Term 2010-2011 Schedule' lists classes with their schedules.
 

Class	Schedule
BIOSC 0150-1030 LEC (10528)	MoWe 6:00PM - 7:15PM L9 Clapp Hall
BIOSC 0150-1040 REC (11928)	Mo 7:30PM - 8:20PM L9 Clapp Hall
ENGCOMP 0150-1060 SEM (15286)	MoWeFr 11:00AM - 11:50AM 314 Cathedral of Learning
MATH 1180-1030 LEC (12534)	MoWeFr 9:00AM - 9:50AM 627 Thackeray Hall
- Finances:** Includes links for My Account, Account Inquiry, Financial Aid, and View Financial Aid. A dropdown menu is set to 'other financial...'. An 'Account Summary' shows 'You owe 5,193.00' with a breakdown of 'Due Now' (5,193.00) and 'Future Due' (0.00). It also notes 'Currency used is US Dollar.'.
- Personal Information:** This section is highlighted with a red box. It contains two sub-sections:
  - Demographic Data:** Links for Emergency Contact and Names. A dropdown menu is set to 'other personal...'. This section is highlighted in yellow.
  - Contact Information:**

Home Address	Mailing Address
123 Main St Pittsburgh, PA 15217 Allegheny	123 Main St Pittsburgh, PA 15217 Allegheny
Home Phone 412/555-1212	Campus Email student@pitt.edu
- Search for Classes:** A green button at the top right of the Academics section.
- Other Sections:** Includes Holds (Academic Advisement Required), To Do List (Final High School Transcript), Enrollment Dates (Enrollment Appointment for Fall Term 2010-2011), and Advisor (Program Advisor).

**Note:** To return to My Pitt, sign out or minimize the PeopleSoft window.

## Personal Information

The **Personal Information** section of your Student Center contains your most current contact information as it exists in your student record.

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)

other personal...  
Addresses  
Email Addresses  
Phone Numbers  
other personal...

**Contact Information**

[Home Address](#)  
123 Main St  
Pittsburgh, PA 15217  
Allegheny

[Mailing Address](#)  
123 Main St  
Pittsburgh, PA 15217  
Allegheny

[Home Phone](#)  
412/555-1212

[Campus Email](#)  
student@pitt.edu

Each type of personal information can be viewed or updated by clicking on the appropriate link.

## Demographic Data

Click the **Demographic Data** link from your Student Center to view this page. Demographic Data contains personal identification numbers, such as your Social Security Number and your PeopleSoft ID—as well as citizenship and birth information. Your Demographic Data is read-only. If any of the information is incorrect, contact the Office of the Registrar at your campus.

## Emergency Contact

Click the **Emergency Contact** link from your Student Center to view this page. The first time you access your emergency contacts option, only the **Add** option will be available. Since you must have a primary contact, the first name you enter will be marked *primary* by default.

**Emergency Contacts**

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	<a href="#">Parent of Student</a>	Parent	412/555-1212		<a href="#">edit</a>	<a href="#">delete</a>

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

- To manage the list:
  - Click **Add an Emergency Contact**, add a new entry to the list, and then click **Save**.
  - Click **edit**, make changes, and then click **Save**.
  - Click **delete** to remove an existing name. Then click **Save**.
- Click any **Contact Name** to view details.

**Note:** One name must be designated as your primary emergency contact. You cannot delete the primary contact.

## Names

Click **Names** from your Student Center to add, view, and/or edit your current name information. Your primary name can only be changed in person at your campus Office of the Registrar.

### Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary	Pittsburgh Student	<a href="#">edit</a>

[ADD A NEW NAME](#)

## Addresses

Under the other personal drop-down list in your Student Center, select **Addresses** to add, view, and/or edit your address information. You can also use the **Home Address** or **Mailing Address** links to get to this page from Student Center.

Address association types are required when a new address is added.

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home	123 Main St Pittsburgh, PA 15217 Allegheny	<a href="#">edit</a>
Mail	123 Main St Pittsburgh, PA 15217 Allegheny	<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

To manage the list:

- Click **Add a New Address**, enter the address, and click ok. Then select the address type (i.e. home, mail, etc) and enter the date when the addition should be effective. Click Save to make your changes permanent.
- Click **edit**, enter the change, and click ok. Then select the address type (i.e. home, mail, etc) and enter the date when the change should be effective. Click Save to make your changes permanent.

**Note:** Some address types are view only. Changes can be made to home and mailing addresses.

## Phone Numbers

Under the other personal drop-down list in your Student Center, select **Phone Numbers** to view all of the phone numbers stored in the student system (or click the **Home Phone** link from your Student Center). One number must be associated as your primary phone number (usually your cell). These numbers can be edited or deleted.

### 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	412/287-0000		<input checked="" type="checkbox"/>	delete
Home	412/555-1212		<input type="checkbox"/>	delete

\* Required Field

To manage the list:

- Click **Add a Phone Number**, select a phone type, and then enter the number (enter 10 digits, no formatting necessary). Then click **Save**.
- Overwrite any number to make changes to an existing type. Click **Save**.
- Click **delete** to remove an existing phone number. Click **Yes** to confirm, and then click **Save**.

## Email Addresses

Under the other personal drop-down list in your Student Center, select **Email Address** to view your campus email (*student@pitt.edu*). This University email address is used for official correspondence and cannot be changed.

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred	
Campus	student@pitt.edu	<input checked="" type="checkbox"/>	delete

## Need Help?

For technical assistance, contact the Technology Help Desk at 412-624-**HELP** [4357] or via e-mail at [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu). For questions concerning academic policies or important dates, contact the Office of the Registrar at your campus.