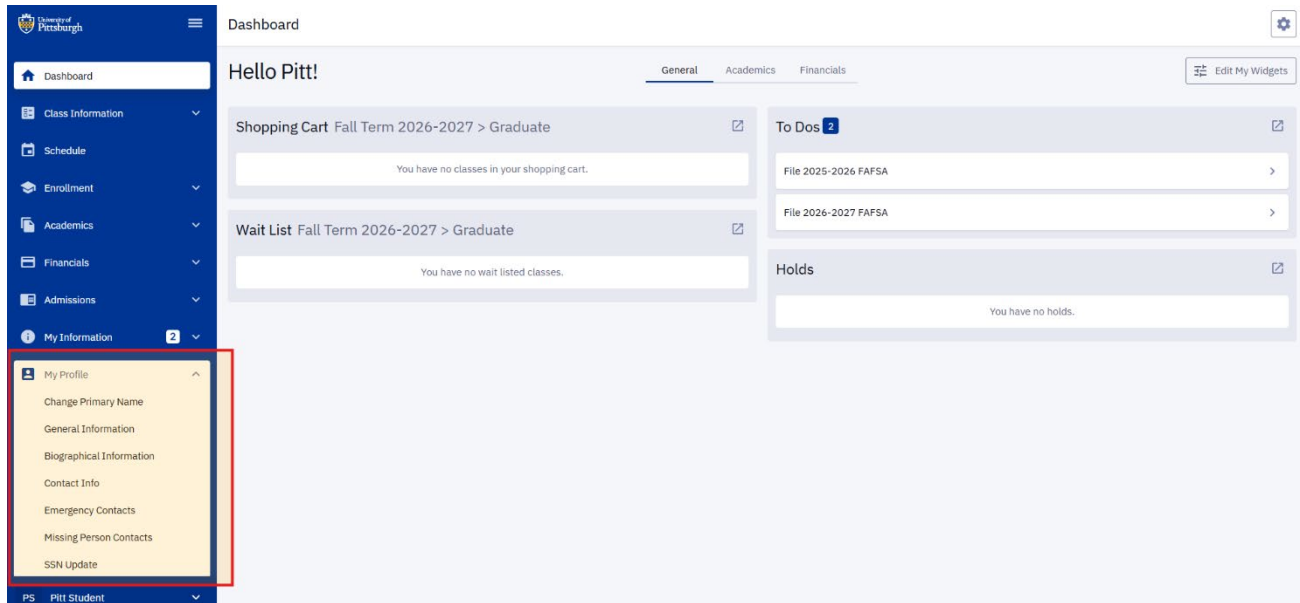


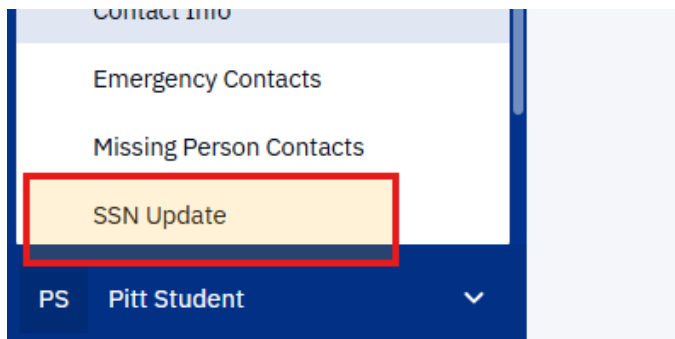
Add Social Security Number Process

If you do not have your social security number on your student record and need to add it, please follow the steps below:

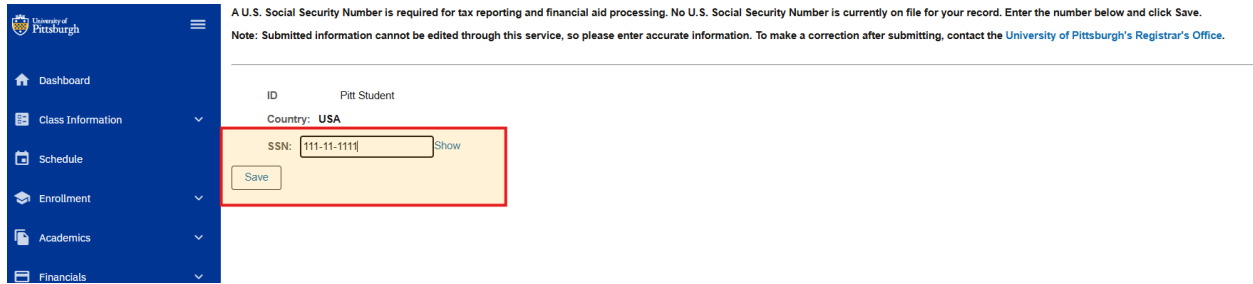
- 1) Sign into HighPoint CX
- 2) Navigate to 'My Profile' on the left



- 3) Click 'SSN Update'



4) Enter your social security number and click 'Save'



The screenshot shows the University of Pittsburgh student portal. On the left is a blue sidebar with navigation links: Dashboard, Class Information, Schedule, Enrollment, Academics, and Financials. The main content area has a header with a disclaimer: "A U.S. Social Security Number is required for tax reporting and financial aid processing. No U.S. Social Security Number is currently on file for your record. Enter the number below and click Save. Note: Submitted information cannot be edited through this service, so please enter accurate information. To make a correction after submitting, contact the University of Pittsburgh's Registrar's Office." Below the header, the form displays "ID: Pitt Student" and "Country: USA". The "SSN:" field contains "111-11-1111" and has a "Show" link next to it. A "Save" button is located below the SSN field. A red rectangle highlights the SSN input field and the "Save" button.

5) Click 'OK' on the confirmation message



The screenshot shows the same form as before, but with the SSN field masked with asterisks. A "Save" button is visible. A large, semi-transparent gray box covers the bottom half of the screen. In the bottom right corner of this gray box, there is a yellow confirmation message box with the text "SSN updated successfully!" and an "OK" button. A red rectangle highlights this confirmation message box.

****Please Note: The SSN field will remain active for the remainder of the day in which you submitted your SSN and will lock the next day. This allows you to correct any mistakes made in your initial submission. If corrections need to be made after that, please follow the SSN Correction instructions on our [website](#). ****