



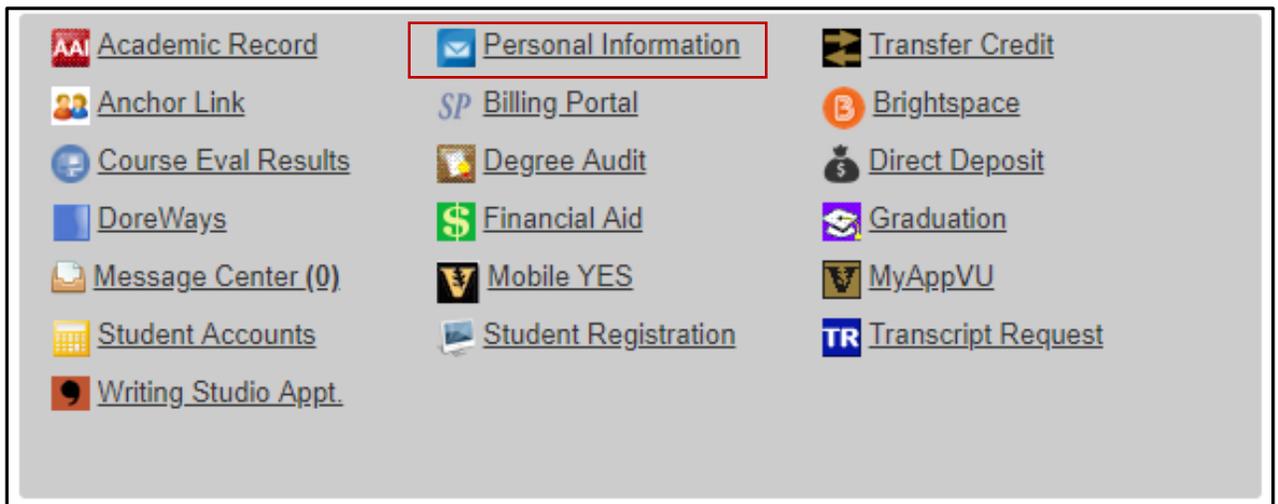
YES User Guide

Update Contact Information

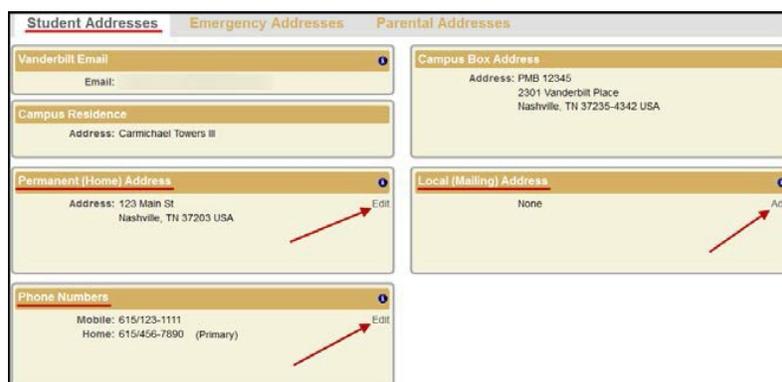
Contact Information is located under Personal Information. A student can make changes to contact information such as addresses or phone numbers this can be done through YES.

Updating Contact Information

1. On the student landing page, click **Personal Information**.



2. There are three tabs listed: Student Addresses, Emergency Addresses, and Parental Addresses.
 - a. Student Addresses: Edit or add Permanent (Home) or Local (Mailing) addresses and Phone Numbers.



- b. Emergency Addresses tab: Edit or delete Emergency Contact and Missing Person Contact information.

The screenshot shows a web interface with three tabs: "Student Addresses", "Emergency Addresses", and "Parental Addresses". The "Emergency Addresses" tab is active. It contains two panels: "Emergency Contact" and "Missing Person Contact". Both panels show the same information: Name: Mr. Commodore, Relationship: Father, Address: 123 Main St, Nashville, TN 37203 USA, Phones: 615/123-1111, 615/456-7890, and Email. Each panel has an "Edit | Delete" link.

Make any updates in the pop-up window and click Save.

The screenshot shows a pop-up window titled "Information Entry" with a close button (X) in the top right corner. The window is titled "Edit Address" and contains the following fields: Address (three stacked text boxes), City (text box), Country (dropdown menu with "United States" selected), State (dropdown menu), and Zip (text box). At the bottom, there are "Save" and "Cancel" buttons. A mouse cursor is pointing at the "Save" button.

- c. On the Parental Addresses tab, the parental information can only be viewed. To update this information, contact the Office of the University Registrar at university.registrar@vanderbilt.edu.
3. For assistance with international address changes, contact the Office of the University Registrar at university.registrar@vanderbilt.edu.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.