

## Updating Your Contact Information in myUVM

1. In myUVM, search for the “Personal information” card by clicking the hamburger menu next to the UVM shield:



2. Select DISCOVER and type “Personal Information”  
You can add this card to your dashboard by clicking on the banner icon in the upper right corner, but this is not necessary to update your information.
3. Click on the ADDRESS Link:

**Personal Information** ⋮ 📌

-  **Student Information**  
Student Information for current term, and advisor assignment
-  **View or Update Directory Information**  
Customize the information displayed about you in the UVM directory and other software
-  **Change Legal Name Form**  
Fill out and return to the Office of The Registrar
-  **Address**  
Make changes to your Local/Campus Address or Permanent Home Address

The screen below will display, showing the most current addresses (hopefully both local and permanent, but that depends on what was entered previously).

**Update Address(es) and Phone(s) - Select Address**

 To **update** an existing address, click **Update** next to the corresponding address  
To **insert** a new address, select the address type from the pull-down list at the top  
**Note:** Entering overlapping dates may change the effective dates on existing addresses

When updating your local address please review the following:

1. Please make certain you are seeing **Local/Campus** in the title bar (**not Permanent**)
2. Please make certain you are entering today's date in the **Valid from this date** field
3. Do not click on the **Select a Different Address to Update** button unless instructed

**NOTE: Local address information will display in the online directory. Do NOT update permanent address information in this screen.**  
For change of address information and USPS forms, [click here](#).

**Addresses and Phones**

Local/Campus	Phones
<b>Update</b> Oct 28, 2020 to (No end date) 85 S Prospect St Burlington, Vermont 05405-1704	<b>Primary:</b> None Provided
Permanent (Home)	Phones
<b>Update</b> May 01, 2017 to (No end date) 49 Foster Rd Essex Jct, Vermont 05452-3315	<b>Primary:</b> None Provided

4. Click UPDATE to access the desired address.
5. Edit as needed, making sure the UNTIL THIS DATE field is blank.
6. Enter the phone number as shown in the example that follows.
7. Click SUBMIT.
8. Click SELECT A DIFFERENT ADDRESS TO UPDATE so both your Local and Permanent addresses have correct telephone numbers.

Your official email address is [gar.starks@uvm.edu](mailto:gar.starks@uvm.edu). All UVM e-correspondence will be sent to this address.

**Local/Campus**

Valid From This Date:MM/DD/YYYY 10/28/2020

Until This Date:MM/DD/YYYY

Address Line 1: 85 S Prospect St

Address Line 2:

Address Line 3:

City: Burlington

State or Province: Vermont

ZIP or Postal Code: 05405-1704

Nation: United States

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	Unlisted
518	434-1234		

Submit Reset

### To Update your Personal and Emergency Contacts:

1. After updating your addresses and phone numbers, select the STUDENT tab in the top menu:

**Student / Faculty Information System (SIS)**

**Student** Faculty Deans and Department Chairs DEM Staff

Update Address(es) and Phone(s) - Select A

To **update** an existing address, click **Update** next to the correspondi

2. Select STUDENT RECORDS

Registration  
Check your registration status; Register, add or drop classes; Select variable credits.

**Student Records**  
Display your grades and transcript; Change your PIN/PIN Question; View/Update your :

Degree Audit  
Run Degree Audit for undergraduate students.

Student Financial Services  
View Financial Aid Information, Electronic Billing, Current Account Activity, Holds and Lc

Applicant Menu  
Transfer Evaluation

RELEASE: 8.11

3. Review your Emergency Contact information to ensure it is correct, and update as necessary:

**View Emergency Contact Information**

View Address Information

Update Address Information

View Emergency Contacts

Update Emergency Contacts

View CatAlert Numbers

Update CatAlert Numbers

View Missing Student Contact

Update Missing Student Contacts  
Person(s) who should be contacted in the event you are reported missing

View Ethnicity/Race Information

Update Ethnicity/Race Information