

Student Service Center – Personal Information

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Located at the bottom of the Student Service Center page, the Personal Information section displays your name, social security number, addresses, phone numbers, and email address.

NOTE: This section contains VERY personal info, so NEVER SHARE YOUR ID AND PASSWORD WITH ANYONE!!!!

Some of this information can be edited and other information can only be viewed.



Demographic Data

1. Click on the [Demographic Data](#) link.

Seymour Eagle go to ... ▾ ⏏

Demographic Information

ID

Gender

Date of Birth

Birth Country

Birth State

Marital Status Single

Military Status Not indicated

National Identification Number

Country	National ID Type	National ID
United States	SSN	SSN would appear here

Ethnicity

Ethnic Group	Description	Primary
WHITE	White	Y

Citizenship Information

Description	Country
Native	United States

Driver's License

License #	Country	State
	United States	MS

Visa or Permit Data

*Type
Country

2. Choose desired destination using the go to ... ▾ ⏏ box when have completed viewing.

Names

Personal Information

<p>Demographic Data</p> <p>Names</p> <p>User Preferences</p> <p>Self Service Names</p> <p>other personal... ▾ ⏏</p>	<p>Contact Information</p> <table border="0"> <tr> <td>HOME</td> <td>MAIL</td> </tr> <tr> <td>123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest</td> <td>123 Main Street Hattiesburg, MS 39401 Forrest</td> </tr> <tr> <td>HOME</td> <td>CAMPUS</td> </tr> <tr> <td>601/123-4567</td> <td>seymour.eagle@usm.edu</td> </tr> </table>	HOME	MAIL	123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest	123 Main Street Hattiesburg, MS 39401 Forrest	HOME	CAMPUS	601/123-4567	seymour.eagle@usm.edu
HOME	MAIL								
123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest	123 Main Street Hattiesburg, MS 39401 Forrest								
HOME	CAMPUS								
601/123-4567	seymour.eagle@usm.edu								

1. Click on the [Names](#) link.

Seymour Eagle go to ...

Names

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	Seymour Eagle
Preferred	Golden Eagle

2. You can ONLY view the names listed. You may NOT edit any of this information or add new names.
3. Choose desired destination using the go to ... box when have completed viewing.

User Preferences – NOT RECOMMENDED TO USE

Personal Information

[Demographic Data](#)

[Names](#)

[User Preferences](#)

other personal...

Contact Information

<p>HOME</p> <p>123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest</p> <p>HOME</p> <p>601/123-4567</p>	<p>MAIL</p> <p>123 Main Street Hattiesburg, MS 39401 Forrest</p> <p>CAMPUS</p> <p>seymour.eagle@usm.edu</p>
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** You are RECOMMENDED NOT TO USE this feature because it would require you to reset it EVERY semester!!!**

Addresses

Personal Information

[Demographic Data](#)

[Names](#)

[User Preferences](#)

Addresses

Contact Information

<p>HOME</p> <p>123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest</p> <p>HOME</p> <p>601/123-4567</p>	<p>MAIL</p> <p>123 Main Street Hattiesburg, MS 39401 Forrest</p> <p>CAMPUS</p> <p>seymour.eagle@usm.edu</p>
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1. Select “Addresses” from the box.
2. Click on the button.

Seymour Eagle

Go to ...

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest	
Mail	123 Main Street Hattiesburg, MS 39401 Forrest	<input type="button" value="edit"/>
Degree	123 Graduation Street Hattiesburg, MS 39401 Forrest	<input type="button" value="edit"/>

You can choose to edit any of the addresses or add a degree address when you apply for graduation

Option 1: Edit an address

1. Click on the box associated with the address you would like to change.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Mississippi Postal:

County:

2. Enter the address change into the appropriate fields on this page.
3. Click on the button.

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address		Address Types	
<p>123 Main Street Hattiesburg, MS 39401 Forrest</p> <p>Edit Address</p>		<input type="checkbox"/> Home *	<input checked="" type="checkbox"/> Mail
<p>Date changes will take effect</p>	<input type="text" value="10/04/2007"/> <small>31</small> (example: 12/31/2000)	<input type="checkbox"/> Degree *	
<p><input type="button" value="SAVE"/></p> <p>Return to Current Addresses</p>			

4. You may enter the date when this change will occur.
5. Click on the button.

Option 2: Add an address (including degree address when you apply for graduation)

1. Click on the button.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

2. Enter your address information
3. Click on the button.

Change Address

Verify your address information below and select the address type(s) associated with it on the right.
 An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

123 Main Street
 Hattiesburg, MS 39401
 Forrest [Edit Address](#)

Date changes will take effect: (example: 12/31/2000)

[Return to Current Addresses](#)

Address Types

Home *

Mail

Degree *

4. You may enter the date when this change will occur.
5. Click on the button.

Email Address

Personal Information

[Demographic Data](#)
[Names](#)
[User Preferences](#)

Email Addresses

Contact Information

<p>HOME</p> <p>123 Eagle Alley Apt. A Hattiesburg, MS 39401 Forrest</p> <p>HOME</p> <p>601/123-4567</p>	<p>MAIL</p> <p>123 Main Street Hattiesburg, MS 39401 Forrest</p> <p>CAMPUS</p> <p>seymour.eagle@usm.edu</p>
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1. Select "Email Addresses" from the box.
2. Click on the button.

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	seymour.eagle@usm.edu	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

3. You may view your xx.xx@usm.edu email address.

Extracurricular Activities



1. Select “Extracurricular Activities” from the box.
2. Click on the button.

Extracurricular Activities

Below is a list of your extracurricular activities. If the list is incorrect or you wish to add an activity, please contact the appropriate administrative office.

No current extracurricular activities information found.

3. If you do not see an extracurricular activity listed that you think should be there, contact the office that oversees the activity. NOT ALL ACTIVITIES ARE CODED IN SOAR.

Honors and Awards



1. Select “Honors and Awards” from the box.
2. Click on the button.

Academic Honors and Awards

Below is a list of your academic honors and awards. If the list is incorrect or you wish to add an honor or award you have received, please contact the appropriate administrative office.

No current academic honors and awards information found.

- If you do not see an honor or award listed that you think should be there, contact the office that oversees the activity. NOT ALL ACTIVITIES ARE CODED IN SOAR.

Phone Numbers

- Select "Phone Numbers" from the box.
- Click on the button.

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	
Cellular	601/232-3232		<input type="checkbox"/>	delete
Home	601/123-4567		<input checked="" type="checkbox"/>	delete
Mail	601/765-4321		<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

You have the choice to add phone numbers, edit phone numbers, and delete some phone numbers.

Option 1: Add new phone numbers:

- Click on the button. A new line will appear.

*Phone Type	Telephone	Ext	Preferred	
Cellular	601/232-3232		<input type="checkbox"/>	delete
Home	601/123-4567		<input checked="" type="checkbox"/>	delete
Mail	601/765-4321		<input type="checkbox"/>	delete
			<input type="checkbox"/>	delete

- Select the correct phone type from the box.

3. Enter the correct phone number (and extension if you have one) into the box(es).
4. Click on the button.

Option 2: Edit existing phone numbers:

1. Edit the type of number and/ or the actual phone number to reflect correct info.
2. Click on the button.

Option 3: Delete particular phone numbers:

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	
Campus	601/266-1234		<input type="checkbox"/>	<input type="button" value="delete"/>
Cellular	601/232-3232		<input type="checkbox"/>	<input type="button" value="delete"/>
Home	601/123-4567		<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Mail	601/765-4321		<input type="checkbox"/>	<input type="button" value="delete"/>

- a. Click on the button.

Privacy Settings (including FERPA)

Personal Information

[Demographic Data](#)
[Names](#)
[User Preferences](#)

Privacy Settings

Contact Information

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1. Select “Phone Numbers” from the box.
2. Click on the button.

FERPA Restrictions

Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.

Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.

No current FERPA restriction information found.

3. If you do not see privacy setting that you think should be there, contact the Admissions or Registrar's Offices.