



Student Service Center – Personal Information (CHEATSHEET)

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.
2. Choose desired destination using the   box when have completed viewing.




Names

1. Click on the [Names](#) link.
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   box when have completed viewing.

User Preferences – NOT RECOMMENDED TO USE

** You are RECOMMENDED NOT TO USE this feature because it would require you to reset it EVERY semester!!**

Addresses

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

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

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

Option 2: Add a degree address when you apply for graduation

1. Click on the button.
2. Enter your address information
3. Click on the button.
4. You may enter the date when this change will occur.
5. Click on the button.

Email Address

1. Select "Email Addresses" from the box.
2. Click on the button.
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.
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

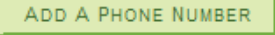

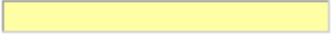
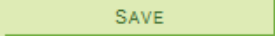
1. Select "Honors and Awards" from the box.
2. Click on the button.
3. If you do not see an honor or award listed that you think should be there, contact the office that oversees the activity. NOT ALL ACTIVITIES ARE CODED IN SOAR.

Phone Numbers

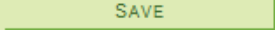
1. Select "Phone Numbers" from the box.
2. Click on the button.

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



Option 1: Add new phone numbers:

1. Click on the  button. A new line will appear.
2. 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:

1. Click on the  button.
2. 

Privacy Settings (including FERPA)

1. Select "Phone Numbers" from the  box.
2. Click on the  button.
3. If you do not see privacy setting that you think should be there, contact the Admissions or Registrar's Offices.