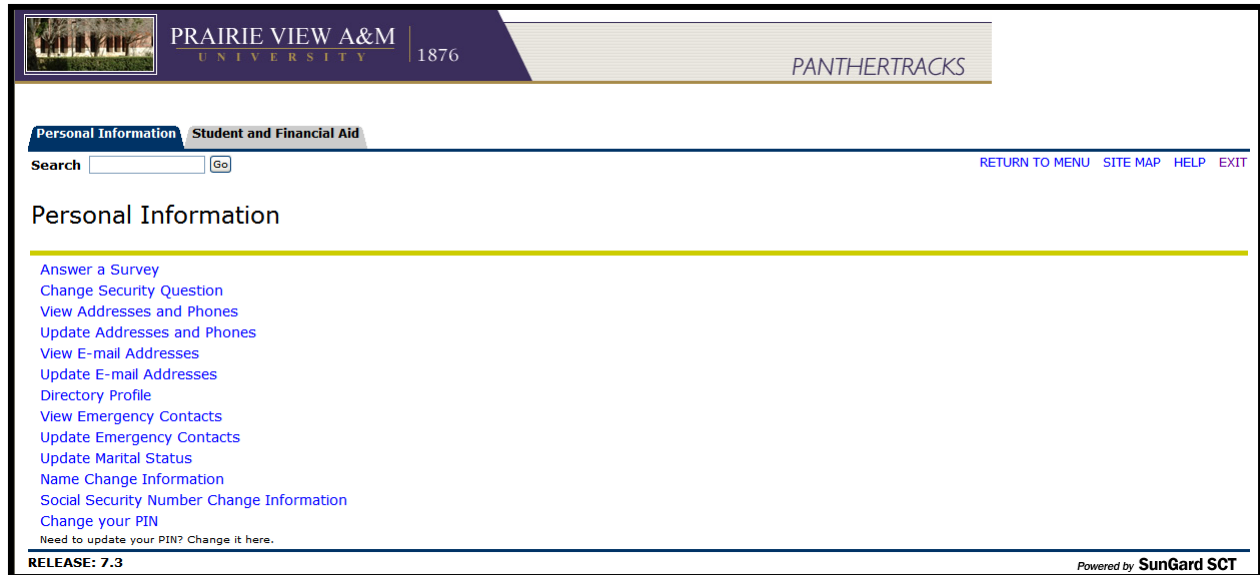


## Accessing the Personal Information Menu

To access the Personal Information Menu, perform these steps:

### Instructions

1. On the Main Menu, click Personal Information. The Personal Information Menu appears.



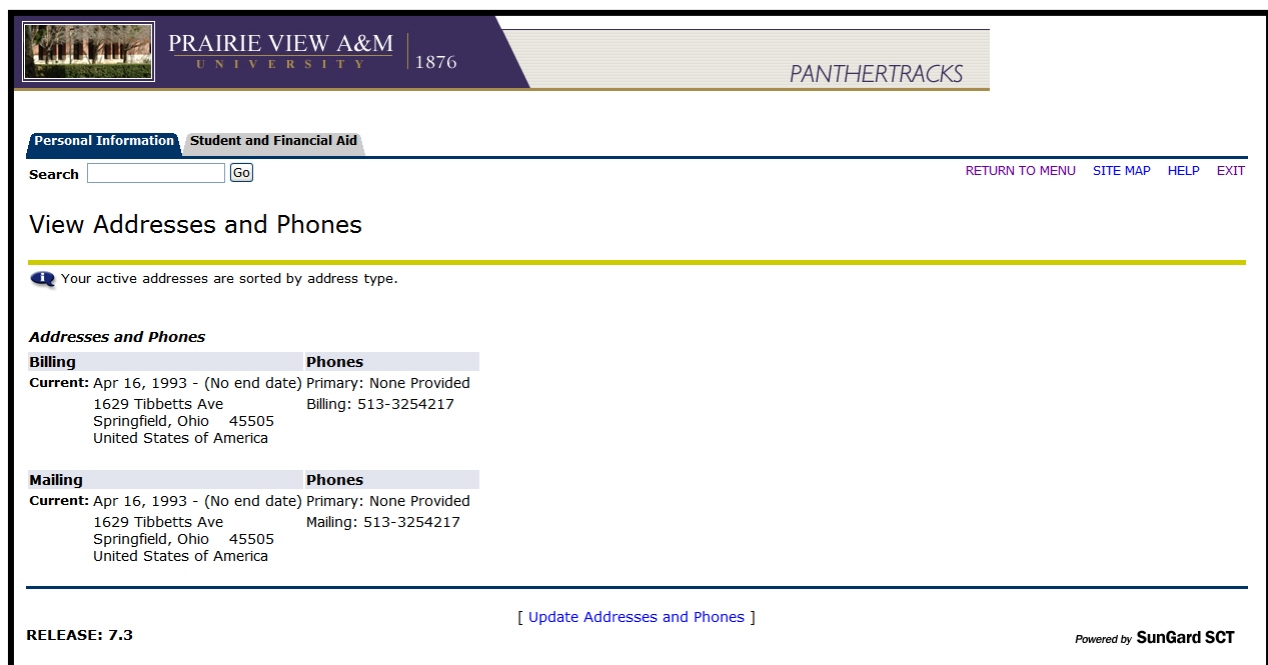
The screenshot shows the top navigation bar with the Prairie View A&M University logo and the text "PANTHERTRACKS". Below the navigation bar, there are two tabs: "Personal Information" (selected) and "Student and Financial Aid". A search bar is located on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Personal Information" and lists several options: "Answer a Survey", "Change Security Question", "View Addresses and Phones", "Update Addresses and Phones", "View E-mail Addresses", "Update E-mail Addresses", "Directory Profile", "View Emergency Contacts", "Update Emergency Contacts", "Update Marital Status", "Name Change Information", "Social Security Number Change Information", and "Change your PIN". A note below these options says "Need to update your PIN? Change it here." The footer includes "RELEASE: 7.3" and "Powered by SunGard SCT".

## Viewing and Updating Addresses and Phones

To view **Addresses and Phones**, perform these steps:

### Instructions

1. On the **Personal Information Menu**, click View Addresses and Phones. The **View Addresses and Phones** page appears.



The screenshot shows the "View Addresses and Phones" page. The top navigation bar is the same as in the previous screenshot. The main content area is titled "View Addresses and Phones" and includes a message: "Your active addresses are sorted by address type." Below this, there are two sections: "Addresses and Phones" and "Mailing". Each section has a table with columns for "Addresses and Phones" and "Phones".

Addresses and Phones	Phones
<b>Billing</b>	<b>Phones</b>
<b>Current:</b> Apr 16, 1993 - (No end date) 1629 Tibbetts Ave Springfield, Ohio 45505 United States of America	Primary: None Provided Billing: 513-3254217
<b>Mailing</b>	<b>Phones</b>
<b>Current:</b> Apr 16, 1993 - (No end date) 1629 Tibbetts Ave Springfield, Ohio 45505 United States of America	Primary: None Provided Mailing: 513-3254217

The footer includes "RELEASE: 7.3", a link "[ Update Addresses and Phones ]", and "Powered by SunGard SCT".

To update **Addresses and Phones**, perform these steps:  
**Instructions**

1. On the **Addresses and Phones** page, click the Update Addresses and Phones link at the bottom of the page.

**PRAIRIE VIEW A&M UNIVERSITY** | 1876 **PANTHERTRACKS**

Personal Information | Student and Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### View Addresses and Phones

Your active addresses are sorted by address type.

**Addresses and Phones**

Billing	Phones
<b>Current:</b> Apr 16, 1993 - (No end date) 1629 Tibbetts Ave Springfield, Ohio 45505 United States of America	<b>Primary:</b> None Provided <b>Billing:</b> 513-3254217

Mailing	Phones
<b>Current:</b> Apr 16, 1993 - (No end date) 1629 Tibbetts Ave Springfield, Ohio 45505 United States of America	<b>Primary:</b> None Provided <b>Mailing:</b> 513-3254217

[ [Update Addresses and Phones](#) ]

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2. On the **Update Addresses and Phones-Select Address** page, click the **Current** link.

### Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

**Addresses and Phones**

Billing	Phones
<b>Current:</b> Apr 16, 1993 to (No end date) 1629 Tibbetts Ave Springfield, Ohio 45505 United States of America	<b>Primary:</b> None Provided <b>Billing:</b> 513-3254217

Mailing	Phones
<b>Current:</b> Apr 16, 1993 to (No end date) 1629 Tibbetts Ave Springfield, Ohio 45505 United States of America	<b>Primary:</b> None Provided <b>Mailing:</b> 513-3254217

**Type of Address to Insert:**

[ [View Addresses and Phones](#) ]

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3. On the **Update Addresses and Phones-Update/Insert** page, in the corresponding fields, enter the **New Address** and enter the **New Telephone Number** information.

### Update Addresses and Phones - Update/Insert

---

**!** Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. Wh en updating an address you do not need to change the Valid From This Date value.

**Mailing**

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number:  OR International Access Code and Phone Number:

Extension:

Unlisted in Web Directory:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Mailing"/>	<input type="text" value="513"/>	<input type="text" value="3254217"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click **Submit**. The **Update Addresses and Phones-Select Address** page appears, displaying the current information changes.