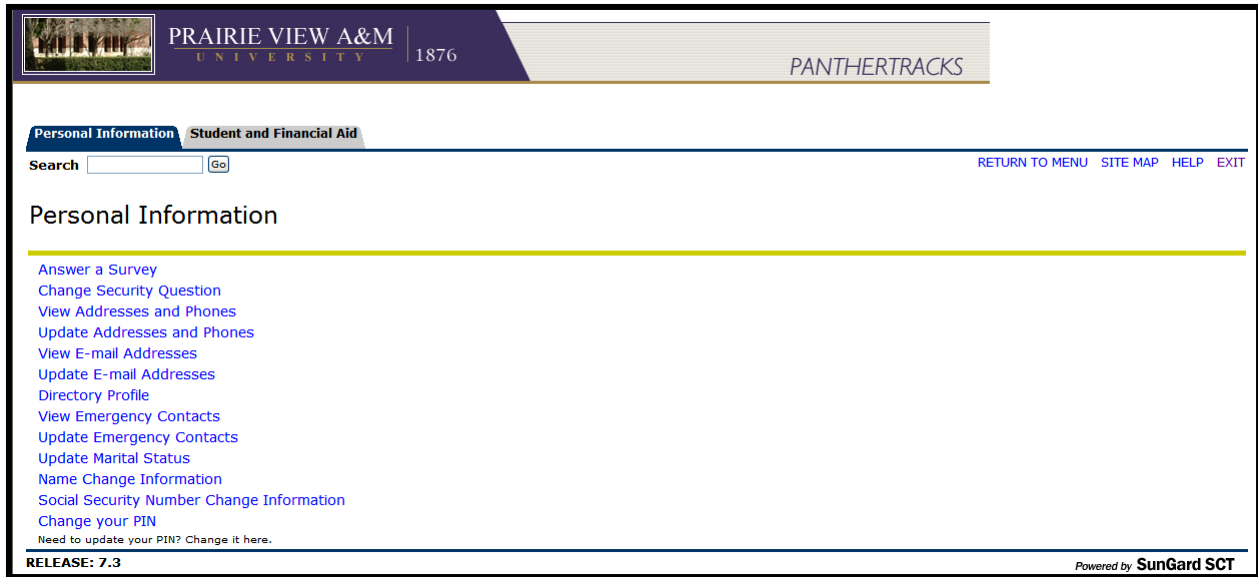


## Accessing the Personal Information Menu

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 Prairie View A&M University website's Personal Information menu. The header includes the university logo, name, and year (1876), along with the 'PANTHERTRACKS' logo. The navigation bar has 'Personal Information' and 'Student and Financial Aid' tabs. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. 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 the list says 'Need to update your PIN? Change it here.' The footer contains 'RELEASE: 7.3' and 'Powered by SunGard SCT'.

## Viewing and Updating E-mail Address Information

To View E-mail Addresses, perform these steps:

### Instructions

1. On the **Personal Information Menu**, click **View E-mail Address**. The **View E-mail Addresses** page appears.



The screenshot shows the 'View E-mail Addresses' page. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'View E-mail Addresses' and includes a message: 'Your active e-mail addresses are sorted by address type.' Below this, there are two sections: 'Personal Email Address' with the address 'Updateme@hotmail.com' and 'University Email Address' with the address 'Imastudent@pvamu.edu' and a 'Preferred' status. A link '[ Update E-mail Addresses ]' is located at the bottom of the content area. The footer contains 'RELEASE: 7.3' and 'Powered by SunGard SCT'.

To **Update E-mail Addresses** (other than PVAMU assigned email address), perform these steps:

## Instructions

1. On the **View E-mail Addresses** page, click the **Update E-mail Addresses** link at the bottom of the page. The **Update E-mail Addresses-Select Address** page appears.

Personal Information Student and Financial Aid

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

### Update E-mail Addresses - Select Address

Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.

**E-mail Addresses**

**Personal Email Address**  
[Updateme@hotmail.com](#)

**University Email Address**  
[Imastudent@pvamu.edu](#) Preferred

Type of E-mail to Insert:

RELEASE: 7.3 [\[ View E-mail Addresses \]](#) Powered by SunGard SCT

2. Click on the **E-mail Addresses** link.  
The **Update E-mail Addresses-Update/Insert** page appears.

3. On the **Update E-mail Addresses-Update/Insert** page, in the corresponding fields, enter the **New Address**.

Personal Information Student and Financial Aid

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

### Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert; all other fields are optional. You may specify only one preferred e-mail address.

**Personal Email Address**

E-mail:

Comment:

Delete this address:

**Preferred University Email Address**

RELEASE: 7.3 [\[ View E-mail Addresses \]](#) Powered by SunGard SCT

4. Click **Submit**. The **Update E-mail Addresses-Update/Insert** page appears, displaying the current information changes.

Search

## Update E-mail Addresses - Select Address

 Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.

### E-mail Addresses

#### Personal Email Address

[Changeme@hotmail.com](#)

#### University Email Address

[Imastudent@pvamu.edu](#) Preferred

Type of E-mail to Insert: