



PRAIRIE VIEW A&M UNIVERSITY

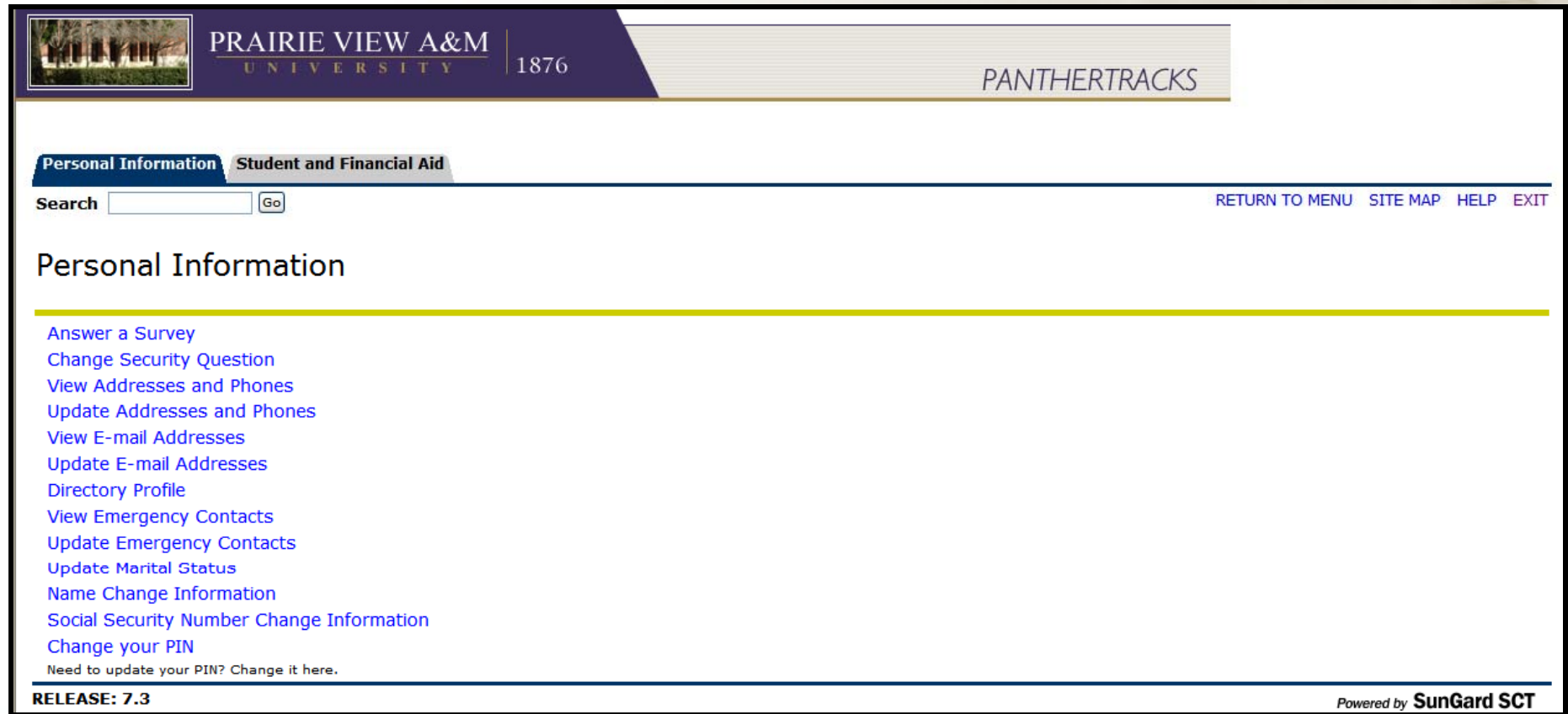
View/Update My Address
or Phone Number

(for Faculty and Staff)



Accessing the Personal Information Menu

To access the Personal Information Menu, perform these steps:



The screenshot displays the PantherTracks website interface. At the top left is the Prairie View A&M University logo with the year 1876. To the right is the 'PANTHERTRACKS' header. Below the header, there are two tabs: 'Personal Information' (which is selected) and 'Student and Financial Aid'. A search bar with a 'Go' button is located on the left, and navigation links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The 'Personal Information' section is highlighted with a yellow horizontal line and contains a list of menu items: 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 link for 'Need to update your PIN? Change it here.' is also present. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, 'Powered by SunGard SCT'.

Personal Information Student and Financial Aid

Search

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

Personal Information

- [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](#)
- [Change your PIN](#)

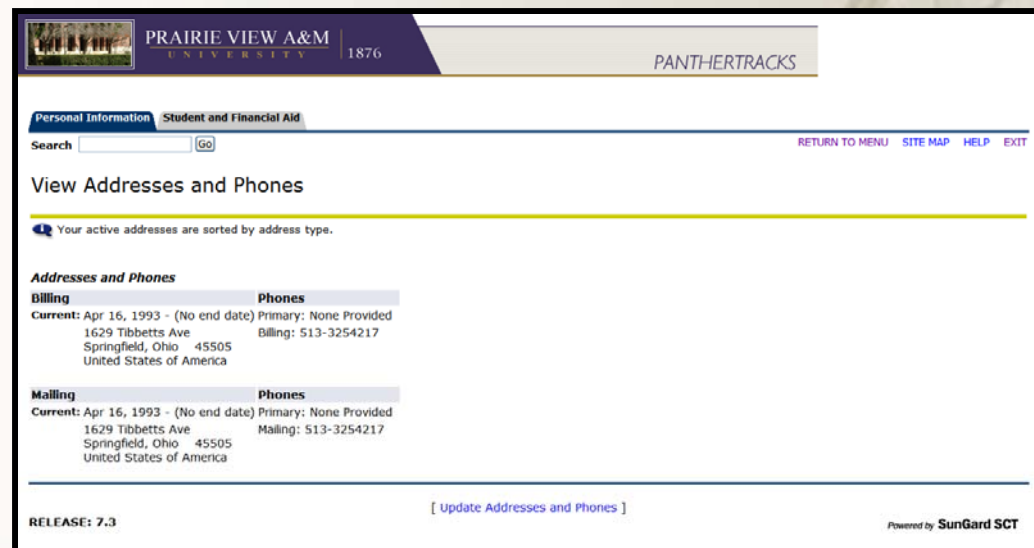
[Need to update your PIN? Change it here.](#)

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Instructions

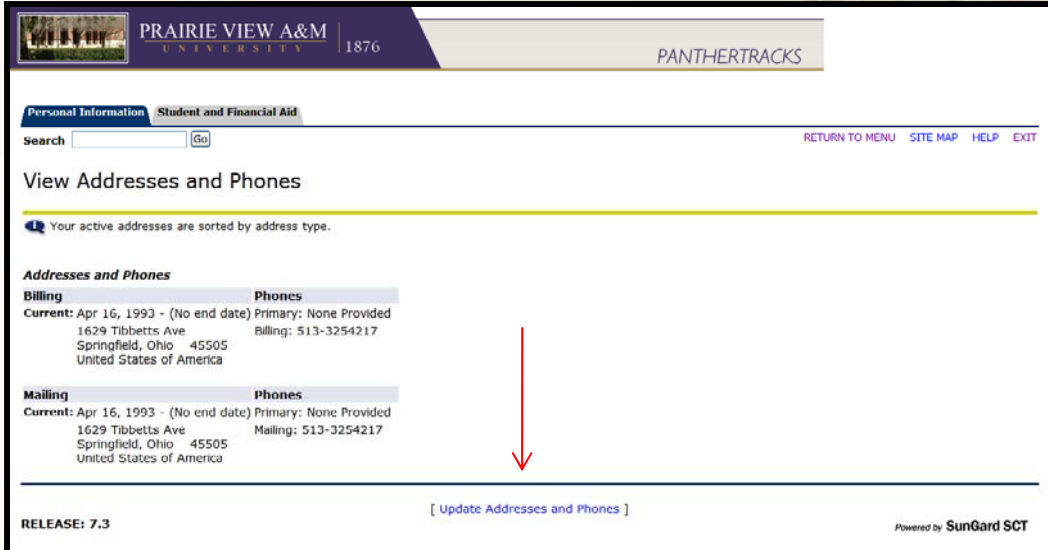
- On the **Personal Information Menu**, click **View Addresses and Phones**. The **View Addresses and Phones** page appears.



The screenshot displays the PantherTracks user interface. At the top, the Prairie View A&M University logo and the year 1876 are visible on the left, and the 'PANTHERTRACKS' logo is on the right. Below the header, there are navigation tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. The main heading is 'View Addresses and Phones'. A message states: 'Your active addresses are sorted by address type.' Below this, there are two sections: 'Billing' and 'Mailing'. Each section has a 'Current' status and a 'Phones' column. The Billing section shows 'Current: Apr 16, 1993 - (No end date)' and 'Primary: None Provided'. The Mailing section shows 'Current: Apr 16, 1993 - (No end date)' and 'Primary: None Provided'. Both sections list the address: '1629 Tibbetts Ave, Springfield, Ohio 45505, United States of America'. At the bottom, there is a link '[Update Addresses and Phones]' and the text 'RELEASE: 7.3' on the left and 'Powered by SunGard SCT' on the right.

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

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



The screenshot displays the PantherTracks interface for Prairie View A&M University. The page title is "View Addresses and Phones". Below the title, there is a message: "Your active addresses are sorted by address type." The page is divided into two main sections: "Billing" and "Mailing". Each section has a "Current" entry with details for "Addresses" and "Phones".


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


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

At the bottom of the page, there is a link: "[Update Addresses and Phones]". A red arrow points to this link.

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

[Current](#): Apr 16, 1993 to (No end date) [Primary](#): None Provided
1629 Tibbetts Ave [Billing](#): 513-3254217
Springfield, Ohio 45505
United States of America

Mailing

Phones

[Current](#): Apr 16, 1993 to (No end date) [Primary](#): None Provided
 1629 Tibbetts Ave [Mailing](#): 513-3254217
Springfield, Ohio 45505
United States of America

Type of Address to Insert:

[\[View Addresses and Phones \]](#)

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Enter the **New Address** and enter the **New Telephone Number** information.

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

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. Whn updating an address you do not need to change the Valid From This Date value.

Mailing
Valid From This Date: MM/DD/YYYY 04/16/1993
Until This Date: MM/DD/YYYY

Address Line 1: 1629 Tiddetts Ave
Address Line 2:
Address Line 3:
City: Springfield
State or Province: Ohio
ZIP or Postal Code: 45505
County: Not Applicable
Nation: United States of America
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
Mailing	513	3254217			<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update

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