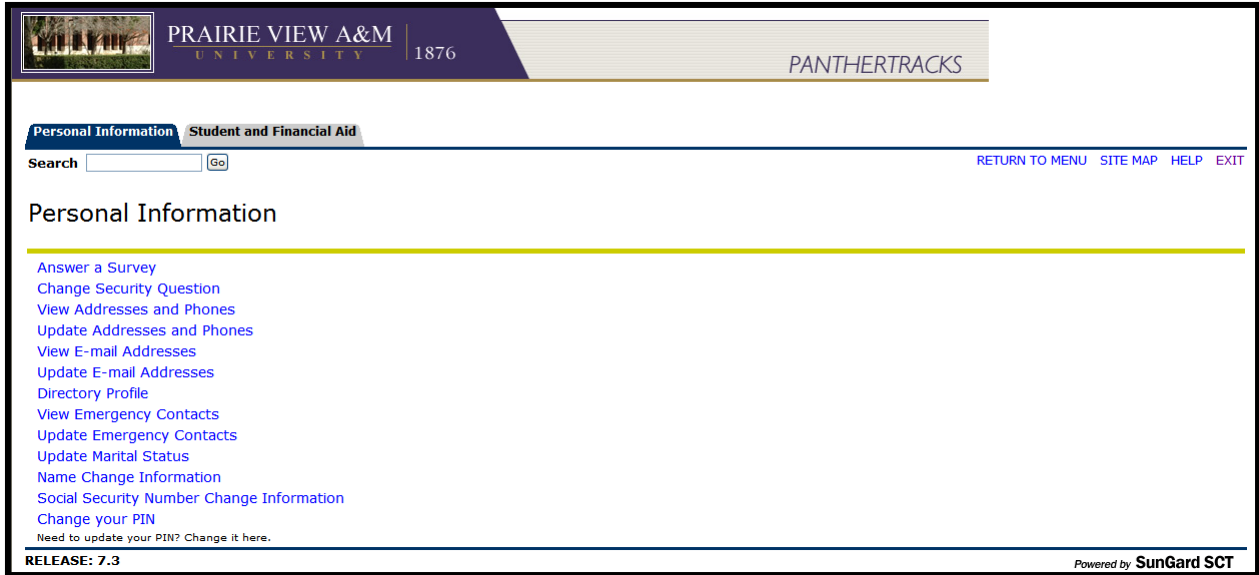


Accessing the Personal Information Menu

To access the Personal Information Menu, perform these steps:

Instructions

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



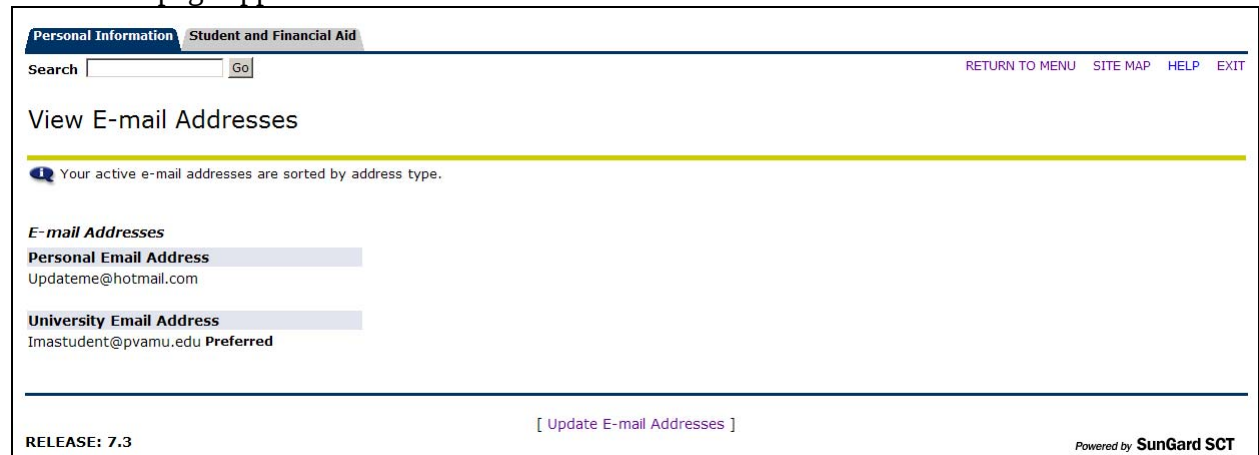
The screenshot shows the top navigation bar of the PantherTracks system. On the left is the Prairie View A&M University logo with the year 1876. On the right is the 'PANTHERTRACKS' logo. Below the navigation bar, there are two tabs: 'Personal Information' (selected) and 'Student and Financial Aid'. A search bar with a 'Go' button is on the left, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main heading is 'Personal Information'. A list of links is provided: 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 at the bottom of the list says 'Need to update your PIN? Change it here.' The footer includes 'RELEASE: 7.3' on the left and 'Powered by SunGard SCT' on the right.

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 within the PantherTracks system. The top navigation bar is identical to the previous screenshot. The main heading is 'View E-mail Addresses'. Below the heading, a message states: 'Your active e-mail addresses are sorted by address type.' Under the heading 'E-mail Addresses', there are two sections: 'Personal Email Address' with the address 'Updateme@hotmail.com' and 'University Email Address' with the address 'Imastudent@pvamu.edu' marked as 'Preferred'. At the bottom of the page, there is a link '[Update E-mail Addresses]'. The footer includes 'RELEASE: 7.3' on the left and 'Powered by SunGard SCT' on the right.

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:

Submit

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
[Imastudent@pvamu.edu](#)

Submit Reset

Select a Different E-mail Address to Update

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.

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: