

YES User Guide

Update Contact Information

Updating Contact Information

1. On the student landing page, click Address Change.

Academic Record	Address Change	Anchor Link
SP Billing Portal	Bb Blackboard	Degree Audit
💰 Direct Deposit	DoreWays	S Financial Aid
S Graduation	Message Center	Mobile YES
MyAppVU	Student Accounts	Student Registration
TR <u>Transcript Request</u>	9 Writing Studio Appt.	

- 2. There are three tabs listed: Student Addresses, Emergency Addresses, and Parental Addresses.
 - a. Student Addresses: Edit or add Permanent (Home) or Local (Mailing) addresses and Phone Numbers.

/anderbilt Email 0	Campus Box Address
Email: Campus Residence Address: Carrichael Towers II	Address: PMB 12345 2301 Vanderbill Place Nashville, TN 37235-4342 USA
Permanent (Home) Address Address: 123 Main St Nashville, TN 37203 USA	Local (Mailing) Address None
hone Numbers 0	
Mobile: 615/123-1111 Home: 615/456-7890 (Primary)	

b. Emergency Addresses tab: Edit or delete Emergency Contact and Missing Person Contact information.



- c. On the Parental Addresses tab, the parental information can only be viewed. To update this information, contact the Office of the University Registrar at <u>university.registrar@vanderbilt.edu</u>.
- 3. For assistance with international address changes, contact the Office of the University Registrar at <u>university.registrar@vanderbilt.edu</u>.