

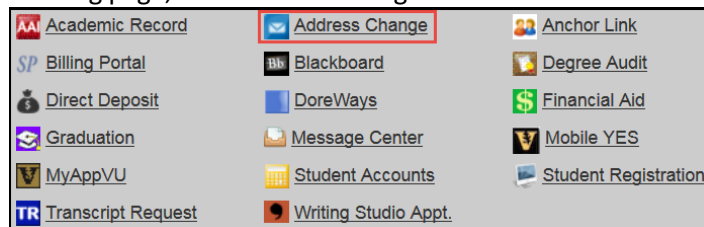


## YES User Guide

### Update Contact Information

#### Updating Contact Information

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



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.



- 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 [university.registrar@vanderbilt.edu](mailto:university.registrar@vanderbilt.edu).

3. For assistance with international address changes, contact the Office of the University Registrar at [university.registrar@vanderbilt.edu](mailto:university.registrar@vanderbilt.edu).