

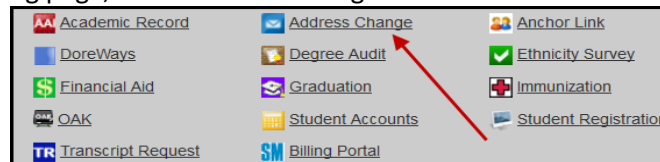


## YES User Guide

### Update Contact Information

#### Updating Contact Information

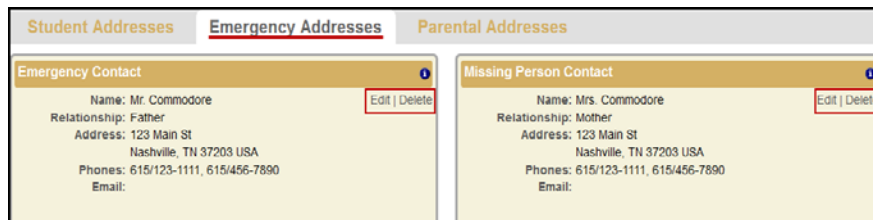
1. On the student landing page, click "Address Change".



2. There are three tabs listed: Student Addresses, Emergency Addresses, and Parental Addresses.
  - a. On the Student Addresses tab you can edit or add Permanent (Home) Address, Local (Mailing) Address and Phone Numbers



- b. On the Emergency Addresses tab, Emergency Contact and Missing Person Contact information can be edited or deleted.
  - Click on the appropriate option, make the changes as needed, and click "Save" or "Delete".



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