

User Guide: Update Parental Information

Undergraduate students can utilize the Update Parental Information application to request changes to parental information including contact information (address, phone, etc.) and guardian status.

Graduate and professional students who wish to update parental information may email registrar@vanderbilt.edu.

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Reviewing Current Parental Information in YES

1. From the Student Landing page, select the Personal Information application under the Academic Profile heading.
2. Click on the Parental Addresses tab.

Updating Parental Information

1. Access the Parental Information Update Request form at <https://vanderbilt.kualibuild.com/app/685b14ac41c60f027eabd762/run>.
2. EMPLID, First Name, and Last Name will auto-populate.
3. Select one or more options:

Please select the option(s) appropriate to your request:

- ☐ Update Existing Parent Information
- ☐ Remove a Parent from my record
- ☐ Add New Parent to my record

Update Existing Parent Information

1. Enter the name (Last, First Middle) of the person for whom you are requesting an update.

Name (Last, First Middle) *

E.g., Kennedy, John F.

2. Select Guardian Status (Parent or Legal Guardian).

Guardian Status *

- ☒ Parent
- ☐ Legal Guardian

3. Enter updated information in any fields that need to be updated.

Prefix

Street Address

City

State/Province

Postal Code

Country (if not U.S.A.)

Email Address

Phone Number

4. Click Add Another as necessary to update information for additional parent(s) or guardian(s).

+ Add Another



Remove a Parent from My Record

1. Enter the name (Last, First Middle) of the person you are requesting to be removed.

Name (Last, First Middle) E.g., Kennedy, John F.

2. Click Add Another as necessary to remove additional parent(s) or guardian(s).

+ Add Another

Add New Parent to My Record

1. Add name, guardian status, and contact information.

Name (Last, First Middle) E.g., Kennedy, John F.		Prefix ---	
Guardian Status * ☐ Parent ☐ Legal Guardian			
Street Address *			
City *	State/Province	Postal Code	Country (if not U.S.A.)
Email Address *		Phone Number *	

2. Click Add Another as necessary to add additional parent(s) or guardian(s).

+ Add Another

Submitting the Form

1. Read the conditions of the request and click on Sign this form to acknowledge your understanding.

Student Signature *
By signing this form, I understand that
· updating my parental information will not alter any consent status that I may have previously provided for Vanderbilt to release information to a third party, · this action does not update my own contact information (achievable via YES), and · this action does not update my emergency contact information (achievable via YES).
Sign this form

2. Click Submit.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.