



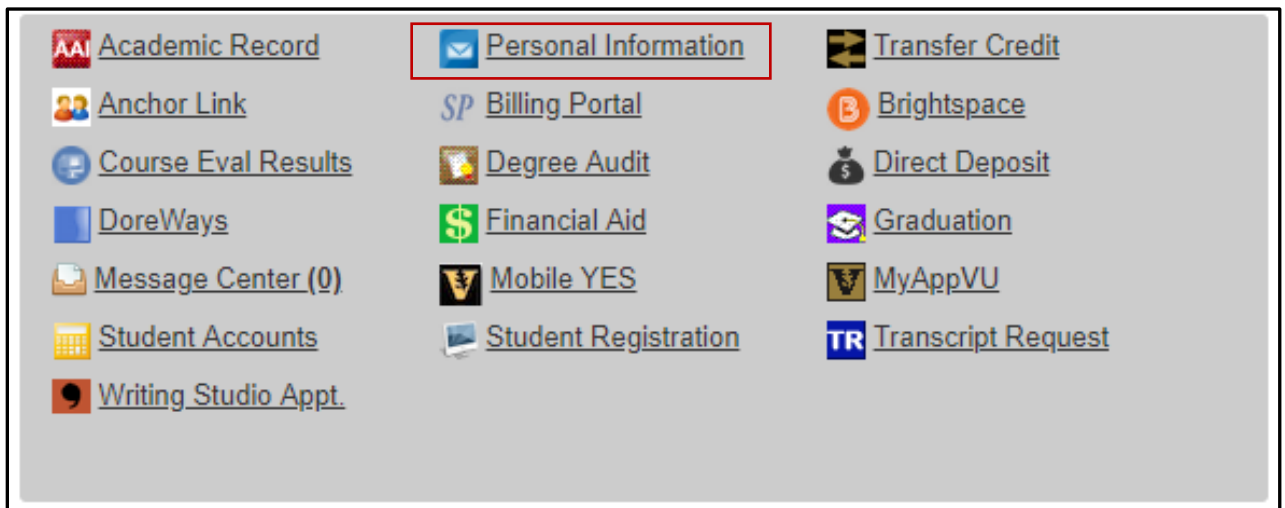
## YES User Guide

### *Update Contact Information*

Contact Information is located under Personal Information. A student can make changes to contact information such as addresses or phone numbers this can be done through YES.

### Updating Contact Information

1. On the student landing page, click **Personal Information**.



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.

| Student Addresses  | Emergency Addresses | Parental Addresses   |
|--|---------------------|--|
| <b>Vanderbilt Email</b><br>Email:  |                     | <b>Campus Box Address</b><br>Address: PMB 12345<br>2301 Vanderbilt Place<br>Nashville, TN 37235-4342 USA |
| <b>Campus Residence</b><br>Address: Carmichael Towers III  |                     |  |
| <b>Permanent (Home) Address</b><br>Address: 123 Main St<br>Nashville, TN 37203 USA <span style="float: right;">Edit</span> |                     | <b>Local (Mailing) Address</b><br>None <span style="float: right;">Add</span>                            |
| <b>Phone Numbers</b><br>Mobile: 615/123-1111<br>Home: 615/456-7890 (Primary) <span style="float: right;">Edit</span>       |                     |  |

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

| Student Addresses | Emergency Addresses  | Parental Addresses   |
|-------------------|--|--|
|                   | <b>Emergency Contact</b><br>Name: Mr. Commodore<br>Relationship: Father<br>Address: 123 Main St<br>Nashville, TN 37203 USA<br>Phones: 615/123-1111, 615/456-7890<br>Email:<br><span style="float: right;">Edit   Delete</span> | <b>Missing Person Contact</b><br>Name: Mrs. Commodore<br>Relationship: Mother<br>Address: 123 Main St<br>Nashville, TN 37203 USA<br>Phones: 615/123-1111, 615/456-7890<br>Email:<br><span style="float: right;">Edit   Delete</span> |

- 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).

**Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**