



## 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.*

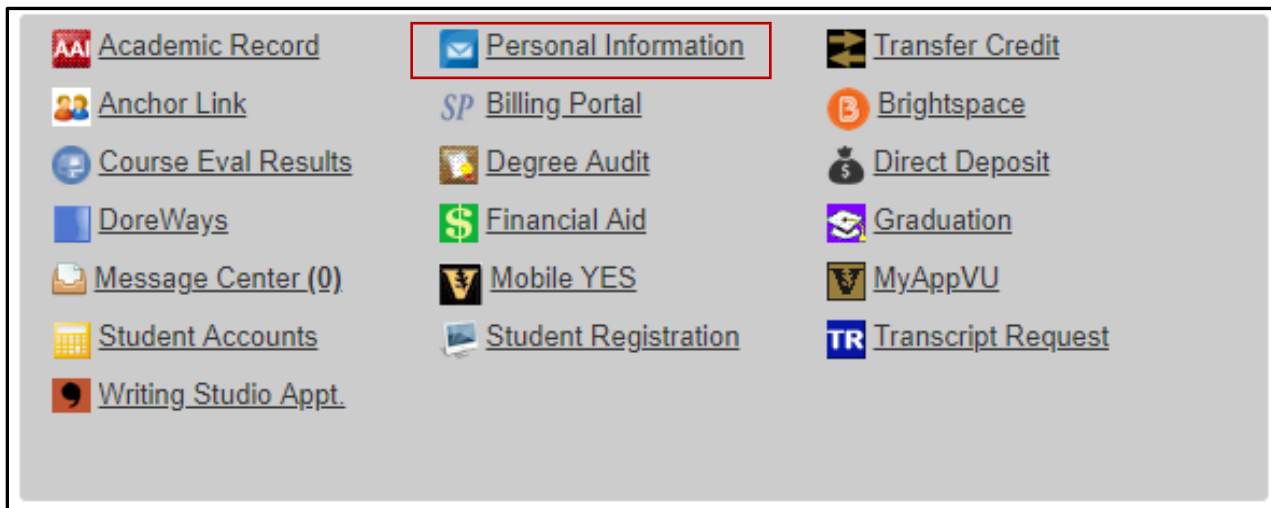
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## Updating Contact Information

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.



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





Make any updates in the pop-up window and click Save.

The screenshot shows a web browser window titled "Information Entry" with a sub-header "Edit Address". The form includes the following fields: "Address:" with three stacked text input boxes; "City:" with one text input box; "Country:" with a dropdown menu currently set to "United States"; "State:" with a dropdown menu; and "Zip:" with one text input box. At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is positioned over the "Save" button.

- 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.

