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.
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.

3. For assistance with international address changes, contact the Office of the University Registrar at university.registrar@vanderbilt.edu.

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