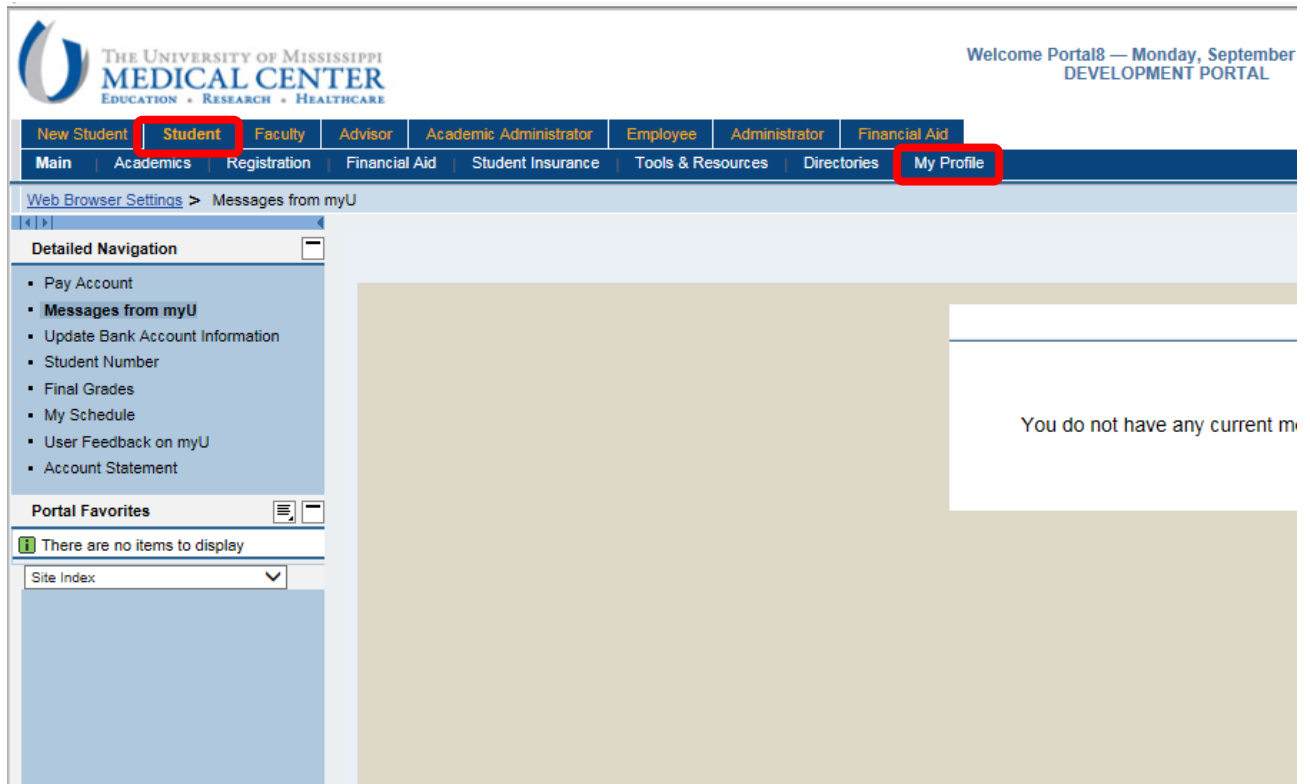


How to Update Student Personal Information in the MyU Portal

As a student, you have the ability in the MyU portal to update personal information such as phone number, address, etc.

1. First, while on the Student tab, click the 'My Profile' subtab.



- After clicking the 'My Profile' subtab, the Detailed Navigation pane on the left displays titles that contain personal information related to your student record.

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... [Hide/Display My Photo](#) > [Name Change Request](#) > [FERPA Flag](#) > [Contact Information](#) > [Access for Relatives/Guardians](#)

Detailed Navigation

- **Access for Relatives/Guardians**
- Contact Information
- Hide/Display My Photo
- Name Change Request
- FERPA Flag

Access for Relatives/Guardians

BEFORE COMPLETING THIS FORM, PLEASE READ THE STATEM

The Family Educational Rights and Privacy Act ([FERPA](#)) is a federal la

Students enrolled at The University of Mississippi Medical Center have contained in those records may not be disclosed to third parties,

- On the 'Access for Relatives/Guardians page, you can edit/add any details for your spouse and parents/guardians. To edit the contact information, click **Change**. If you wish to add a new individual, click **Add**.

Access for Relatives/Guardians

BEFORE COMPLETING THIS FORM, PLEASE READ THE STATEMENTS BELOW CONCERNING YOUR RIGHTS:

The Family Educational Rights and Privacy Act ([FERPA](#)) is a federal law that gives students access to and protects the privacy of their educational records. Students enrolled at The University of Mississippi Medical Center have a right to inspect and review their educational records (with only limited exceptions contained in those records may not be disclosed to third parties, including parents or spouses, without the written consent of the student).

By completing and submitting this form, you are giving permission for educational records and information to be disclosed to your parent, guardian, or the office of your academic dean. Staff members in the dean's office will assist them in obtaining the information they request. Other requests for information should be directed to the dean's office.

Note: Carefully review the information below regarding your relatives and/or guardians. To edit the contact information, select **Change**. If you wish to add a new individual, click **Add**.

Details on Spouse Change	Details on Father Change	Relative or Guardian Add
Name: Husband Shoemaker	Name: d d	
Address: 101 Main Street, Brandon, MS, US, 39047	Address: a, Brandon, MS, US, 39047	
Phone: 5702049438	Phone:	
E-mail: hshoemaker@umc.edu	E-mail:	
CellPhone:	CellPhone:	
<input checked="" type="checkbox"/> Emergency Contact	<input checked="" type="checkbox"/> Emergency Contact	
<input checked="" type="checkbox"/> View my academic info	<input type="checkbox"/> View my academic info	
<input type="checkbox"/> View and pay my bills	<input type="checkbox"/> View and pay my bills	
<input type="checkbox"/> View my Financial aid info	<input type="checkbox"/> View my Financial aid info	

- When you click Change/Add, the editable fields will appear for you to input information. After you have made the necessary updates, click the change button.

*If you are adding a **new** relative or guardian, there will be a submit button.

Access for Relatives/Guardians

BEFORE COMPLETING THIS FORM, PLEASE READ THE S

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By completing and submitting this form, you are giving permis
the office of your academic dean. Staff members in the dean's

Note: Carefully review the information below regarding your re

Details on Spouse Cancel	Details on Fat
Name: Husband Shoemake	Name: :
Street * <input type="text" value="101 Main Street"/>	Address: :
City * <input type="text" value="Brandon"/>	:
State * <input type="text" value="MS"/>	Phone: :
Country * <input type="text" value="US"/>	E-mail: :
Zip Code * <input type="text" value="39047"/>	CellPhone: :
Phone * <input type="text" value="5702049438"/>	<input checked="" type="checkbox"/>
E-mail* <input type="text" value="hshoemake@umc.edu"/>	<input type="checkbox"/>
CellPhone: <input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Emergency Contact	<input type="checkbox"/>
<input checked="" type="checkbox"/> View my academic info	
<input type="checkbox"/> View and pay my bills	
<input type="checkbox"/> View my Financial aid info	
<input type="button" value="Change"/>	
Fields marked (*) are required.	

5. On the 'Contact Information' page, you can update your cell phone information as well as your local mailing address. If your permanent address changes, please contact the Office of Student Records and Registrar.

The screenshot shows the 'Contact Information' page for Heidi Shoemake (30092100). The page header includes the University of Mississippi Medical Center logo and the text 'Welcome Portal8 — Monday, September 28, 2015 DEVELOPMENT PORTAL'. A navigation menu at the top lists various roles like 'New Student', 'Student', 'Faculty', etc. A sidebar on the left contains 'Detailed Navigation' with 'Contact Information' selected, and 'Portal Favorites' which is empty. The main content area has the title 'Contact Information for Heidi Shoemake (30092100)' and a list of instructions: 'Carefully review the information we have on file for you and make any necessary changes.', 'Cell phone number is requested so that instructors and authorized staff members may contact you and also to communicate very important information via text messages. In emergencies, text messages are sent to you and you are authorizing this use. Standard message charges may apply.', 'The permanent address is your home address.', 'The local mailing address is where you receive mail while attending school, e.g., a P.O. Box or an apartment in town.', and 'Please contact the Office of Student Records and Registrar if your permanent address changes.' Below the instructions are four form sections: 'E-Mail Address' (My E-Mail: hshoemake@umc.edu), 'Provide Cell Phone' (Number, area code, provider, and display in directory options), 'Permanent Address' (Street: 101 Main Street, City: Brandon, State: MS, Country: US, Postal Code: 39047, Telephone), and 'Local Mailing Address' (Street: 101 Main Street, City: Brandon, State: MS, Country: US, Postal Code: 39047, Telephone) with a 'Change' link.

- If you wish to submit a name change request, access the 'Name Change Request' page. Please enter the new name along with the effective date and a legal document, then click the submit button. If you will be submitting a legal document directly to the Registrar's office at a later date, check the required box before submitting.

The screenshot shows the 'Name Change Request' page in the Portal8 system. The left-hand navigation menu has 'Name Change Request' selected, indicated by a red arrow. The main content area features a 'Name Change Request' header and a 'Note' about required documents. Below the note is a form with the following fields: 'Current Name' (Heidi Shoemake), 'New Name' (with sub-fields for First name, Middle name, Last name, and Suffix), 'Effective Date of Change' (09/28/2015), and 'Legal Document' (with a 'Browse...' button). A checkbox is present for 'I will submit appropriate document to the Registrar's Office at a later date.', and a 'Submit request' button is at the bottom.

- You also have the option to Set or Remove your FERPA flag. FERPA is a federal law that protects the privacy of your educational records. If the flag is set, it prevents any directory information about you from being released to a third party.

The screenshot shows the 'FERPA Settings' page in the Portal8 system. The left-hand navigation menu has 'FERPA Flag' selected, indicated by a red arrow. The main content area features a 'FERPA Settings' header and a 'Notification of Directory Information under FERPA' section. Below the notification text, there is a red-bordered box containing the text 'Currently you FERPA flag is set.' and a 'Remove FERPA Flag' button.