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

3. 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.
4. 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.

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**Access for Relatives/Guardians**

**BEFORE COMPLETING THIS FORM, PLEASE READ THE STATEMENT BELOW.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of educational records. Students enrolled at The University of Mississippi Medical Center (UMMC) are entitled to privacy regarding the release of information contained in those records.

By completing and submitting this form, you are giving permission to disclose information to the office of your academic dean. Staff members in the dean's office may use this information to assist you or your relative or legal guardian.

**Note:** Carefully review the information below regarding your relationship to the student.

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**Details on Spouse**

Name: Husband Shoemake

Street: 101 Main Street

City: Brandon

State: MS

Country: US

Zip Code: 39047

Phone: 5702049438

E-mail: hshoemake@umc.edu

Cell Phone: [ ]

- Emergency Contact
- View my academic info
- View and pay my bills
- View my Financial aid info

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.
6. 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.

7. 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.