

Managing Personal Information-010708

1.	To access student self-service, sign in to MaineStreet using your UMS id and password. Once you are signed in, select Student Self Service in the menu to see the Student Center.
2.	<p>The Student Center page is divided into sections: Academics, Finances, Personal Information and Admissions.</p> <p>On the right side of the page are sections for Holds, the To Do List, Enrollment Dates, the Advisor assigned to the student, and useful links. there is also a "Search for Classes" button.</p> <p>In the menu on the left, the student will click "Return to Portal" to sign out of MaineStreet.</p>
3.	To see more about a Hold , .click the Details link in the Hold section of the page.
4.	To see details of a To Do List item, click the Details link.
5.	To return to the Student Center page from the Details page, either click the Student Self Service link in the menu, or pull down the " go to ... " menu, select Student Center and click the GO button (>>).
6.	<p>To make changes to an address, either click the address link ("Your Home Address"), or pull down the "other personal..." pull-down menu, select Addresses and click the GO! Button (>>). On the Addresses page, click the edit button next to the address you want to change. To add another address, such as a mailing address or billing address, click the Add a New Address button.</p> <p>For more information about entering and updating addresses, please see the document "Add Address via Student Center".</p>
7.	Just as you can edit and add addresses, you can update and add phone numbers and e-mail addresses. Click the Your Home Phone link.
8.	On the Phone Numbers page, you can enter several different types of phone numbers. Click the Add a Phone Number button. Select the Phone Type and enter the number.
9.	Click Save . Click the OK button on the Save Confirmation page.
10.	In the same way, you can enter multiple types of e-mail addresses.
11.	Click the Demographic Data link to see personal data that you are not able to update online. Any corrections to this data must go through the Admissions or Student Records office.
12.	To add or change an emergency contact, click the Emergency Contact link.
13.	Click the Add an Emergency Contact button.
14.	Enter the Contact Name . Select the relationship this person has with you.
15.	Enter address and/or phone information.
16.	Click the Save button.
17.	Click the OK button.

Quick Guide

18.	You may want to add a preferred name or nickname, or specify a formal name for your diploma. To do that, click the Names link. On the Names page, click the Edit button next to the name you wish to change.
19.	Students can also provide a different version of their names for their diplomas. Click the Add a new name button.
20.	Click the Name Type list. Select the list entry " Diploma. " Enter the desired name.
21.	Click the Save button.
22.	Click the OK button.
23.	Click the "Other personal..." pull-down menu.
24.	You can view the data stored under each category on this list. Some of the data can be changed by online. For example, select Privacy Settings and click the GO! Button (>>).
25.	On the FERPA Restrictions page, you can choose to protect your personal data, or not.
26.	To save any changes, click the Save button.
27.	End of Procedure.