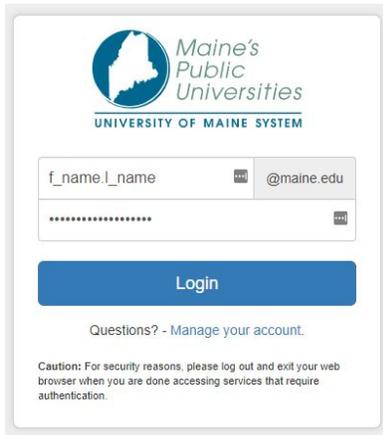


MaineStreet - Student
-
Updating Personal
Information



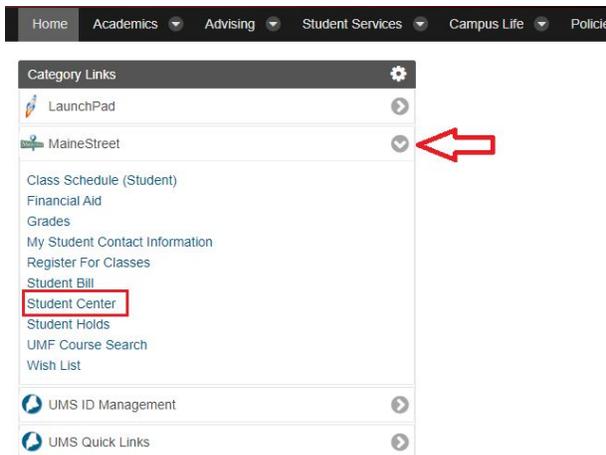
MaineStreet is the official system of record for student information. This guide will provide instructions on how to update address, phone and emergency contact information.

Update Home Address



The login page features the University of Maine System logo at the top. Below the logo are two input fields: the first is labeled 'f_name | _name' and has a '@maine.edu' suffix; the second is a password field with a masked password '.....'. A blue 'Login' button is positioned below the fields. At the bottom, there is a link for 'Questions? - Manage your account.' and a cautionary note: 'Caution: For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.'

Visit <https://mycampus.maine.edu> and log in using your assigned username and password.



The navigation menu includes a top bar with 'Home', 'Academics', 'Advising', 'Student Services', 'Campus Life', and 'Policies'. Below this is a 'Category Links' section with a gear icon. The links listed are: 'LaunchPad', 'MaineStreet' (with a red arrow pointing to its right-pointing arrow icon), 'Class Schedule (Student)', 'Financial Aid', 'Grades', 'My Student Contact Information', 'Register For Classes', 'Student Bill', 'Student Center' (highlighted with a red box), 'Student Holds', 'UMF Course Search', 'Wish List', 'UMS ID Management', and 'UMS Quick Links'.

Under category links, select the drop-down arrow  for MaineStreet then select *Student Center*.



The 'Personal Information' section is divided into two columns. The left column contains links for 'Demographic Data', 'Emergency Contact', 'Names', and 'User Preferences', along with a dropdown menu labeled 'other personal...'. The right column is titled 'Contact Information' and contains three fields: 'Your Home Address' (with a red box around the text '879 Manchester Rd, Belgrade, ME 04917-3819, Kennebec'), 'Your Mailing Address' (with a red box around the text 'None'), and 'Your Home Phone' (with a red box around the text 'None'). Below these is the text 'Your UMS email address working.wewobo@maine.edu'.

On your *Student Center*, toward the bottom of the screen is your *Personal Information* section. To add or update your Address or Phone information select the blue hyperlink text. Select *Your Home Address*.

go to ...

Personal Information | Privacy Settings | Credentials | Participation

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information | Ethnicity

Help [?]

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	879 Manchester Rd Belgrade, ME 04917-3819 Kennebec	

Add a new address

You will be directed to the *Personal Information* page. On the *Addresses* section, you can choose the pencil (edit) to the right of an address to modify the address or select *Add a new address* to add an additional address. Select *Add a New Address*.

Edit Address

Country: United States [Change Country](#)

Address 1: 879 Manchester Rd

Address 2:

Address 3:

City: Belgrade State: ME Q, Maine Postal: 04917-3819

County: Kennebec

Enter new or updated address information and select *OK*. Otherwise, you may click the *Cancel* button on the form to exit.

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address 5761 Keyo Bldg
Orrington, ME 04474 [Edit Address](#)

Address Types

- Home
- Mail
- Campus
- Diploma
- Refund

Date changes will take effect: 02/28/2020 (example: 12/31/2000)

The next screen has you verify the address you added or updated and choose the *Address Type*. The date the address is effective is also available. Select *Save* to confirm address after selections are made.

Add a new address

Save Confirmation

The Save was successful.

A confirmation message will appear. Select *OK* to confirm and return to the *Personal Information* page.

Update Phone Number

go to ...

Personal Information | Privacy Settings | Credentials | Participation

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information | Ethnicity

Help [?]

Once returned to the *Personal Information* page you can select *Phone Numbers* from the top menu to add/update a phone number.

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Home	207/145-1265		001	<input type="checkbox"/>	

[Add a Phone Number](#)

[Save](#)

On the *Phone Number* section, you may edit a phone number in place, delete a phone number by selecting the trash icon to the right of the number or add a new number by selecting the trash can icon. Ensure one number is selected as *Preferred* by checking the box next to the phone number. After entering or updating the phone number, click the *Save* button located in the bottom right corner of the form.

Phone Numbers

Save Confirmation

The Save was successful.

[OK](#)

A confirmation message will appear. Select *OK* to confirm and return to the *Personal Information* page.

Update Emergency Contact

go to ...

Personal Information | Privacy Settings | Credentials | Participation

Addresses | Names | Phone Numbers | Email Addresses | **Emergency Contacts** | Demographic Information | Ethnicity

[Help](#)

Once returned to the *Personal Information* page you can select *Emergency Contacts* from the top menu to add/update an emergency contact.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Mom Wewobo	Parent	207/123-4567				

[Add an Emergency Contact](#)

[Save](#)

The *Emergency Contacts* section allows you to edit a current contact (pencil), delete the contact by choosing the trash can icon or add a new contact by selecting *Add an Emergency Contact*.

Emergency Contacts

Emergency Contact Detail

*Contact Name Dad Maine

*Relationship Parent

Contact's Address

Same Address as Individual Address Type Home

Country United States

Address

5761 Keyo Bldg
Orrington, ME 04474

Contact's Phone

Same Phone as Individual Phone Type Home

Phone 207/145-1265 Extension Country Code 001

Other Telephone Numbers

No phone numbers are defined

Add a Phone Number

Save

[Return to Emergency Contacts Summary](#)

This section allows you to enter the contact information and relationship to your emergency contact. An address or phone on file may be selected or a new one added. Once information is entered select **Save**.

Save Confirmation

 The Save was successful.

OK

A confirmation message will appear. Select **OK** to confirm and return to the *Personal Information* page.

Personal Information | Privacy Settings | Credentials

Addresses | Names | Phone Numbers | Email Addresses

go to

- Account Inquiry
- My Academics
- Student Center
- User Preferences

go to



After all personal information is updated and complete, select the drop-down arrow in the upper right of the screen to go to *Account Inquiry*, *My Academics*, *User Preferences* or return to *Student Center*. Click on the double arrow 