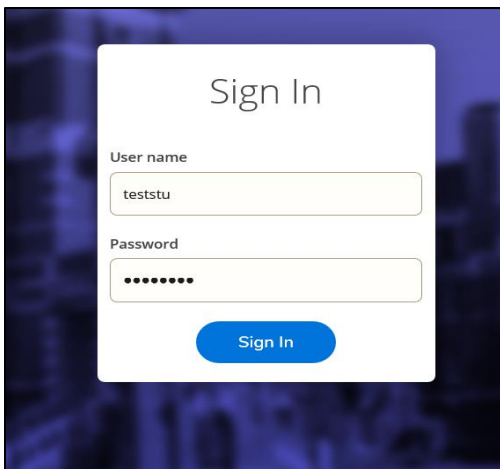
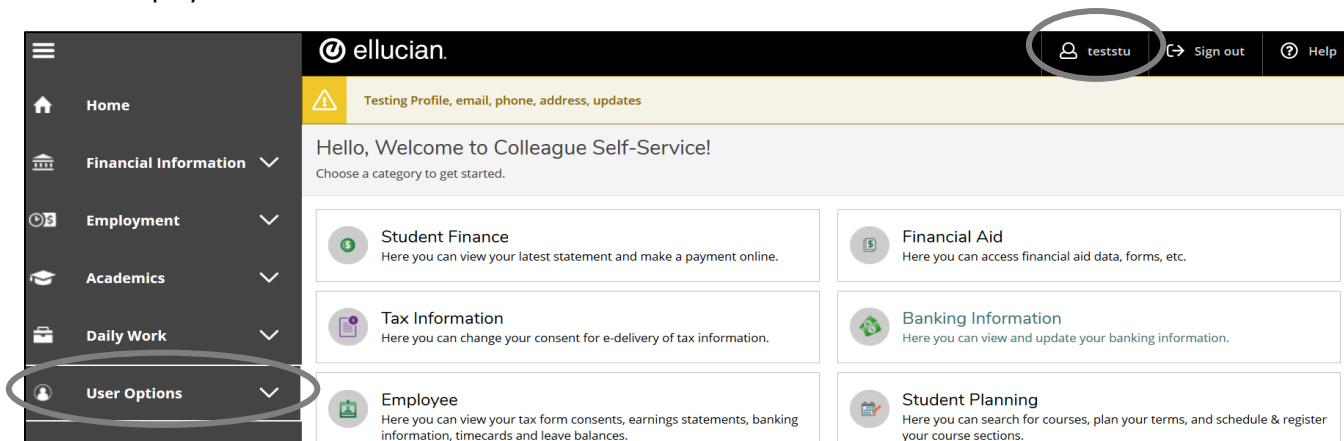


UPDATING YOUR CONTACT INFORMATION

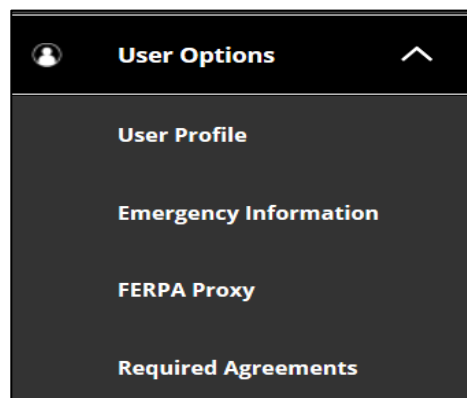
- Go to <https://servicehub.mville.edu/Student/Account/Login>
- Input your Manhattanville login credentials to the **Self-Service Sign In** page
 - Username and password (same credentials as Blackboard)



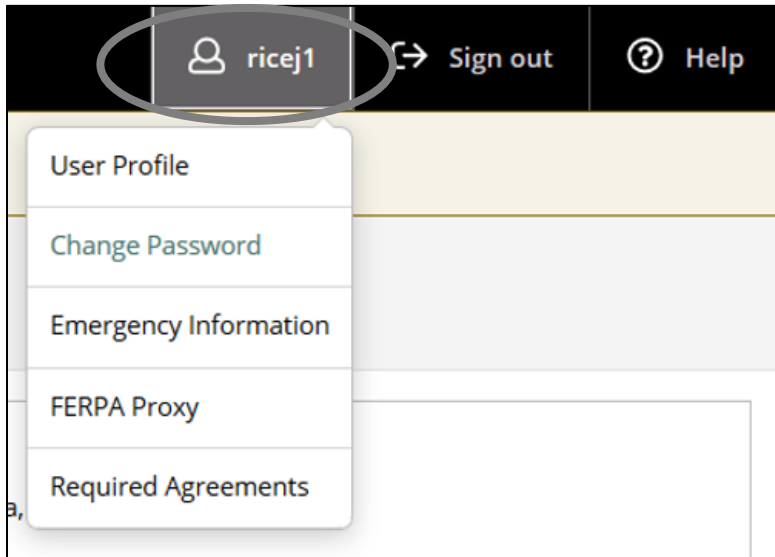
- Click **Sign In**
- Once signed into Self-Service, students will have the option to update information under the **User Options** icon (left hand side) or under the username tab (top right hand corner). In the screenshots, the username tab displays with **teststu** for this student.



- When students click on the **User Options** drop down, they will view selections available to update/review their account.
- The **User Options** drop down selections include:
 - User Profile
 - Emergency Information
 - FERPA Proxy
 - Required Agreements




- When students click on the username (e.g. ricej1) tab the same selections for **User Options** selections will display.



- Although there are several options within these menus, to update personal information, you will want to choose from **User Profile**. **User Profile** allows students to make updates to:
 - Chosen Name (*updates here do not change student's legal name or Mville email address*)
 - Mailing Address
 - Email Address
 - Phone Number
- Students can add a new address, phone, email address, or edit any of these selections.

About You

 Date of Birth: 1/1/1992
teststudentemail@yahoo.com

Chosen Name:
Jacqueline Rice
Colleague ID: 0179630

[Edit Personal Identity](#)

Please update your contact information. Note that if you are updating your address, this change will affect ALL communications from the college (i.e. paychecks, student finance letters, college notifications)

Addresses

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

[+ Add New Address](#)

Address	Type	Preferred
417 Lynch Ave, Syracuse, NY 13207	Home/Permanent	✓

Email Addresses

Last Confirmed On:
Click to confirm that the email(s) below is accurate as of today. [Confirm](#)

Email	Type	Preferred	
teststudentemail@yahoo.com	Secondary (info only)	✓	✎ ✕
ricej1@student.mville.edu	College Email		

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. [Confirm](#)

[+ Add New Phone](#)

Manhattanville students can edit their secondary email address only. The Manhattanville student email address is not an editable option via Self-Service. If students wish to edit their student email address, a Helpdesk case must be submitted via <https://www.mville.edu/IT>.

****Please allow 24 hours for all systems to show chosen name and any other updates to your student profile.**