UPDATING YOUR CONTACT INFORMATION

- Go to https://servicehub.mvill.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.

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.