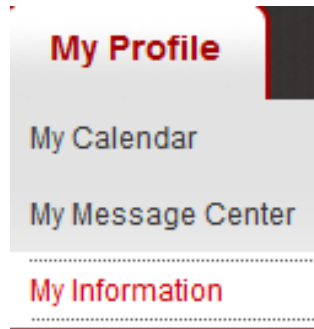


Log into the Student myPortal and go to the My Profile menu and select My Information.



Your personal information will appear.

A screenshot of the my.PORTAL user profile page. The page has a dark header with the my.PORTAL logo and navigation links: Home, Campus Info, Academics, My Profile, My Student Account, and Chatham Links. A sidebar on the left contains links for My Profile, My Calendar, My Message Center, and My Information (highlighted). The main content area shows personal information under the 'Personal' tab. The information is organized into sections: Required Field* (Title, First Name: Ignore, Last Name: MeTest, Date of Birth: 1/1/1990), Student ID: 580210, Enrollment ID: ME13073494, Student Status: Active, Country: United States of America, Address: 12 Woodland Road, City: Pittsburgh, State: PA, Zip Code: 15232, Email: ignore.metest@chatham.edu, and Second Email. There is an 'Edit' button at the bottom right of the form.

Required Field*	
Title	
First Name	Ignore
Last Name	MeTest
Date of Birth	1/1/1990

Student ID	580210
Enrollment ID	ME13073494
Student Status	Active

Country	
Country	United States of America

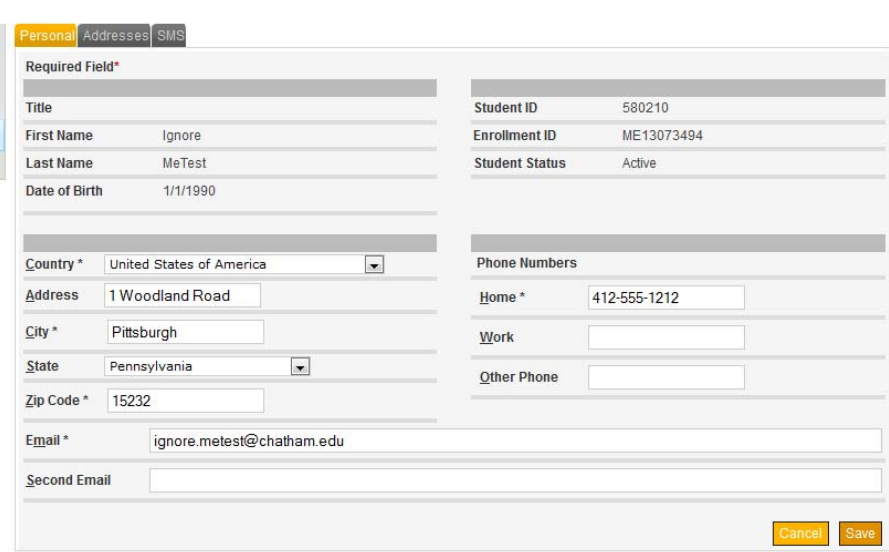
Address	
Address	12 Woodland Road
City	Pittsburgh
State	PA
Zip Code	15232

Email	ignore.metest@chatham.edu
Second Email	


Phone Numbers	
Home	412-555-1212
Work	
Other Phone	

[Edit](#)

To update your personal information click the  button.




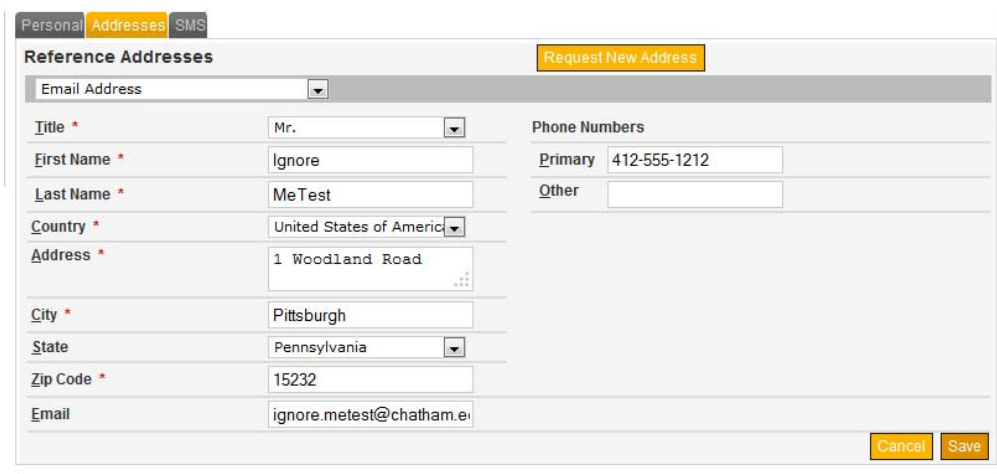
The screenshot shows a web form with tabs for 'Personal', 'Addresses', and 'SMS'. The 'Personal' tab is active. The form is divided into two columns. The left column contains fields for 'Title', 'First Name' (Ignore), 'Last Name' (MeTest), 'Date of Birth' (1/1/1990), 'Country' (United States of America), 'Address' (1 Woodland Road), 'City' (Pittsburgh), 'State' (Pennsylvania), 'Zip Code' (15232), 'Email' (ignore.metest@chatham.edu), and 'Second Email'. The right column contains fields for 'Student ID' (580210), 'Enrollment ID' (ME13073494), 'Student Status' (Active), and 'Phone Numbers' (Home: 412-555-1212, Work, Other). At the bottom right, there are 'Cancel' and 'Save' buttons.

Update the appropriate information and click the  button.


To edit your address, click the Address tab.



To update your address information click the  button.




The screenshot shows the 'Addresses' tab active in the form. It features a 'Reference Addresses' section with a dropdown for 'Email Address' and a 'Request New Address' button. Below this, there are fields for 'Title' (Mr.), 'First Name' (Ignore), 'Last Name' (MeTest), 'Country' (United States of America), 'Address' (1 Woodland Road), 'City' (Pittsburgh), 'State' (Pennsylvania), 'Zip Code' (15232), and 'Email' (ignore.metest@chatham.edu). To the right, there are 'Phone Numbers' fields for 'Primary' (412-555-1212) and 'Other'. At the bottom right, there are 'Cancel' and 'Save' buttons.

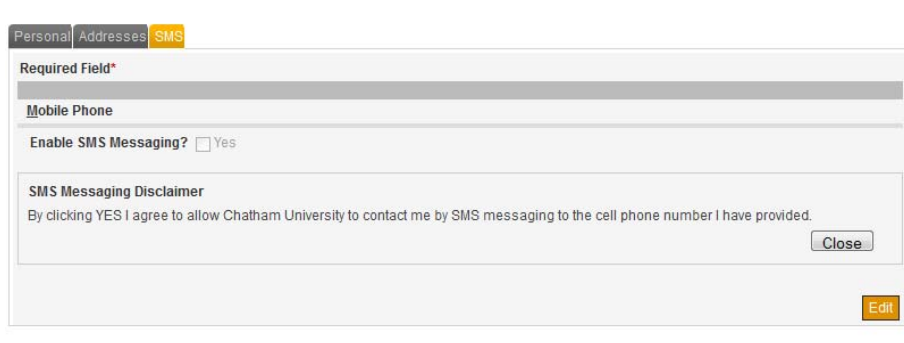
Update the appropriate information and click the  button.

To update your SMS Messaging information or to opt in to receive SMS Messages, select the SMS tab. Select the View Disclaimer link.



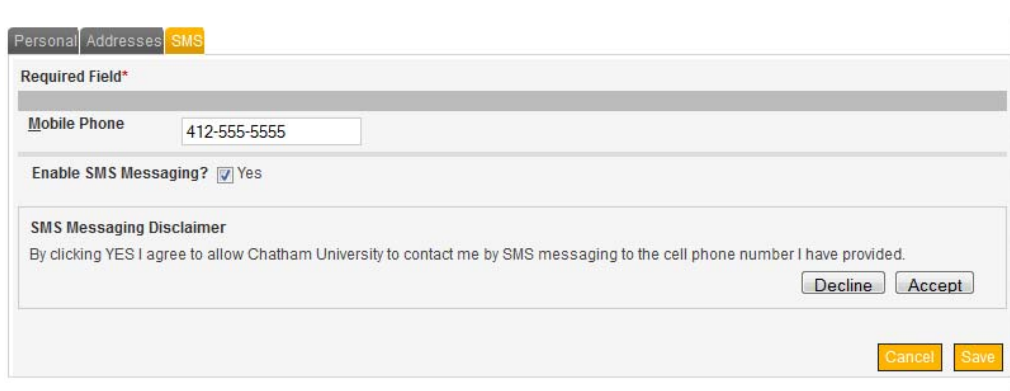
A screenshot of a web form with three tabs: 'Personal', 'Addresses', and 'SMS'. The 'SMS' tab is active. Below the tabs, there is a 'Required Field*' section with a greyed-out input field. Underneath, the text 'Mobile Phone' is displayed. Below that, there is a checkbox labeled 'Enable SMS Messaging?' which is currently unchecked, followed by a link that says '[View Disclaimer]'. In the bottom right corner of the form, there is an orange 'Edit' button.

To update your SMS information click the  button.




A screenshot of the same web form, but now the 'SMS Messaging Disclaimer' is visible. The 'Enable SMS Messaging?' checkbox is still unchecked. The disclaimer text reads: 'SMS Messaging Disclaimer. By clicking YES I agree to allow Chatham University to contact me by SMS messaging to the cell phone number I have provided.' Below the text is a 'Close' button. The orange 'Edit' button remains in the bottom right corner.

Type/update the number you would like to receive SMS Messages to, select the check box next to Yes, and accept the disclaimer.



A screenshot of the web form showing the 'Mobile Phone' field now containing the number '412-555-5555'. The 'Enable SMS Messaging?' checkbox is now checked. The 'SMS Messaging Disclaimer' text is the same, but now there are two buttons: 'Decline' and 'Accept'. The orange 'Edit' button has been replaced by orange 'Cancel' and 'Save' buttons in the bottom right corner.

Once all information is updated click the  button.