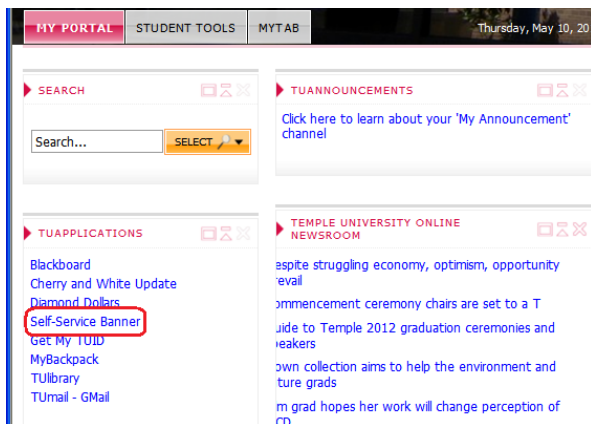


SSB – Personal Information Update Manual

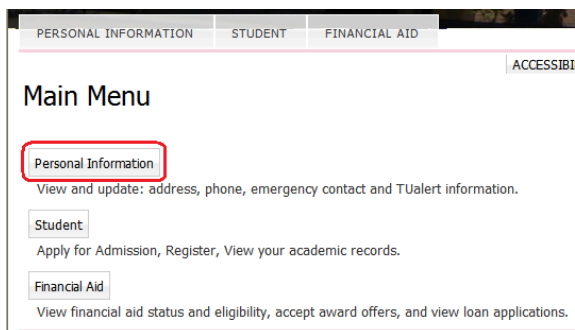
TUJ needs to maintain accurate contact information for all students. In particular we need your current residential address and mobile phone number so that we can contact you in times of emergency.

Please follow the instructions below to update your personal information.

1. Click **Self-Service Banner**



2. Click **Personal Information**



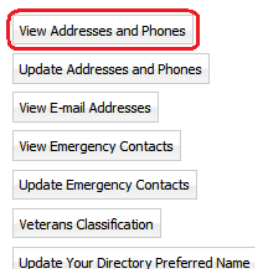
3. Click **View Addresses and Phones** **Personal Information**

We have made changes in the TUalert registration process, allowing you to update your university contact information and TU Alert information in one session.

To register for TU Alert please:

1. Select Update Addresses and Phone Numbers below.
2. Verify there is a Permanent Address type (PR) or add one if there is not by using the "Type of Address to Insert" form at the bottom of the page.
3. Under Permanent click the "Current" link.
4. Scroll down past the address fields, and there will be 5 options for phone numbers.
5. From the drop down under phone types select Cell-Personal
6. Enter/confirm the cell phone number(s) to which you want the TU Alert text message sent
7. Once you have confirmed the correct information, click submit.

Employees who have a Temple University issued cell phone may repeat this process by reviewing/adding "Cell - Work" phone number under the "Temple Directory " address type.



4. If your current residential address is not entered or needs to be updated, click **Update Addresses and Phone**

View Addresses and Phones

Mailing = Current address
 Permanent = Permanent / legal address

NOTES ABOUT ADDRESS TYPES
 Employees have different types of addresses:

PR	Permanent	Your permanent/legal address. Everyone must have an active address.
MA	Mailing	The address at which you receive mail, if different than the permanent address.
TU	Temple Directory	Employees Only: Temple work location for employee listing in the Cherry and White directory.
TM	Temple Mailing	Employees Only: Temple work location mailing address, if different from the Temple Directory address.

Your active addresses are sorted by address type.

Addresses and Phones

PERMANENT		PHONES
Current:	(No end date)	Primary:

[Update Addresses and Phones]

5. Select **Mailing** to update current address and then click **Submit**

Update Addresses and Phones - Select Address

Students and Employees may update an existing address and/or phone number or insert a new address type. Addresses and phone numbers are updated on the same form. To open the Update form:

- Existing address - select the Current link next to the corresponding address type.
- Existing phone number - select the link next to the corresponding phone type
- To insert a new address - select the type of address to insert. **NOTE:** You can not enter a phone number with the "Mailing Address" address type.
- Students** classified as Pennsylvania residents for tuition purposes will be audited if their address is changed to an out-of state address.
- Employees** who change either their permanent (PR) home address or work location must submit a new Residency Certification form in accordance with PA Act 32.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

PERMANENT		PHONES
Current:	Dec 08, 2009 to (No end date)	Primary:

Type of Address to Insert:

6. Update current Address and Phone and then click **Submit**

Update Addresses and Phones - Update/Insert

Notes about updating your information:

- Required fields on address update are Valid From This Date, Address Line 1, City, State or Province, other fields are optional. If Nation is entered, only Address Line 1 and City are required.
- The Unlisted checkbox for home or personal telephone numbers is for HR informational use only.
- When entering a new address, you DO NOT need to complete the "Until This Date" field. Enter the date becomes effective in the "Valid From This Date" field, leave the "Until this Date" field blank and the old prior.
- For the address of the Temple Directory entry, use line one for the postal address of the building and and/or room number.

Mailing

Valid From This Date:MM/DD/YYYY 05/10/2012
Until This Date:MM/DD/YYYY 05/10/2012
Address Line 1: 2-8-12 Minami Azabu
Address Line 2: Minato-ku
Address Line 3:
City: Tokyo
State or Province: Not Applicable
ZIP or Postal Code: 106-0047
County: Not Applicable
Nation: Japan

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code	Unlisted
3	54419800		OR	81	<input type="checkbox"/>

Select

OR

Submit

Reset

Select a Different Address to Update

Address in Japan

Address Line 1: Bldg name and Room #
(ビル名、部屋番号等)

Note: If no info for Address Line 1, input the info of Address Line 2 into Address Line 1 and info of Address Line 3 into Address Line 2 instead.(Ex. in screenshot)

Address Line 2: House and Block # and Town name (番地、町名等), Pay attention to **Note** above.

Address Line 3: City and Ku (区や市), Pay attention to **Note** above.

City: Prefecture (都道府県)

Don't input State or Province as well as County

Phone - Enter landline number associated with this address, if available

(81 for Japan) Country code in International Access Code

Omit first 0 of Area Code <Example in screenshot (03-5414-9800)>

7. Next, please enter your mobile phone number.
This must be entered as part of the Permanent Address record.
Click **Current** of Permanent Address

Update Addresses and Phones - Select Address

Students and Employees may update an existing address and/or phone number or insert a new address type. Addresses and phone numbers are updated on the same form. To open the Update form:

- Existing address - select the Current link next to the corresponding address type.
- Existing phone number - select the link next to the corresponding phone type
- To insert a new address - select the type of address to insert. **NOTE:** You can not enter a phone number with the "Mailing Address" address type.
- Students classified as Pennsylvania residents for tuition purposes will be audited if their address is changed to an out-of state address.
- Employees who change either their permanent (PR) home address or work location must submit a new Residency Certification form in accordance with PA Act 32.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Address and Phones

	ADDRESS	PHONE(S)
Current	May 10, 2012 to May 10, 2012 2-8-12 Minami Azabu Minato-ku Tokyo, 106-0047 Japan	Primary 3-54419800 81

	ADDRESS	PHONE(S)
Current		Primary

Type of Address to Insert: Select

Submit

8. Enter your mobile phone number and then click **Submit**

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Inactivate
Cell - Personal Select	90	12341234		OR... 81		
Cell - Personal				OR...		
Home				OR...		
TTY Device				OR...		
Select				OR...		
Select				OR...		
Select				OR...		

Submit Reset

Select a Different Address to Update

Mobile Phone

(81 for Japan) Country code in International Access Code

Omit first 0 of Area Code

<Ex. in screenshot (090-1234-1234)>

9. You can check the updated Mobile Number in Permanent Address

PERMANENT	PHONES
Current: (No end date)	Primary:
	Cell - Personal: 90-12341234 81

10. Next please update your Emergency Contacts. Click **PERSONAL INFORMATION** tab

PERSONAL INFORMATION STUDENT FACULTY SERVICES

RETURN TO MENU SITE MAP HELP

Update Addresses and Phones - Select Address

Students and Employees may update an existing address and/or phone number or insert a new address type. Addresses and phone numbers are updated on the same form. To open the Update form:

- Existing address - select the Current link next to the corresponding address type.
- Existing phone number - select the link next to the corresponding phone type
- To insert a new address - select the type of address to insert. **NOTE:** You can not enter a phone number with the "Mailing Address" address type.
- Students** classified as Pennsylvania residents for tuition purposes will be audited if their address is changed to an out-of state address.
- Employees** who change either their permanent (PR) home address or work location must submit a new Residency Certification form in accordance with PA Act 32.

11. Click **Update Emergency Contacts**

Personal Information

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To register for TU Alert please:

- Select Update Addresses and Phone Numbers below.
- Verify there is a Permanent Address type (PR) or add one if there is not by using the "Type of Address to Insert" form at the bottom of the page.
- Under Permanent click the "Current" link.
- Scroll down past the address fields, and there will be 5 options for phone numbers.
- From the drop down under phone types select Cell-Personal
- Enter/confirm the cell phone number(s) to which you want the TU Alert text message sent
- Once you have confirmed the correct information, click submit.

Employees who have a Temple University issued cell phone may repeat this process by reviewing/adding "Cell - Work" phone number under the "Temple Directory" address type.

View Addresses and Phones

Update Addresses and Phones

View E-mail Addresses

View Emergency Contacts

Update Emergency Contacts

Veterans Classification

Update Your Directory Preferred Name

12. To create new contact, Click **New Contact**.
(To update existing contact, click the link under Name)

Update Emergency Contacts

Update emergency contacts by selecting "New Contact" link below.

Emergency Contacts

ORDER	NAME	ADDRESS AND PHONE	RELATIONSHIP
1	New Contact		

[[View Emergency Contacts](#)]

13. Update information and then click **Submit Changes**

Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

Remove Contact:

Order: 1

Relationship: Parent

First Name: John

Middle Name:

Last Name: Doe

Address Line 1: 2-8-12 Minami Azabu

Address Line 2: Minato-ku

Address Line 3:

City: Tokyo

State or Province: Not Applicable

Zip or Postal Code: 106-0047

Country: Japan

Telephone:

Area Code	Phone Number	Extension
3	54419800	

Address in Japan

Address Line 1: Bldg name and Room # (ビル名、部屋番号等)

Note: If no info for Address Line 1, input the info of Address Line 2 into Address Line 1 and info of Address Line 3 into Address Line 2 instead.(Ex. in screenshot)

Address Line 2: House and Block # and Town name (番地、町名等), Pay attention to **Note** above.

Address Line 3: City and Ku (区や市), Pay attention to **Note** above.

City: Prefecture (都道府県)

Don't input State or Province as well as County

Phone

Omit first 0 of Area Code

<Ex. in screenshot (03-5414-9800)>

14. You can check the updated emergency contacts

Update Emergency Contacts

Update emergency contacts by selecting "New Contact" link below.

Emergency Contacts

ORDER	NAME	ADDRESS AND PHONE	RELATIONSHIP
1	John Doe	2-8-12 Minami Azabu Minato-ku Tokyo 106-0047 Japan 3 54419800	Parent
2	New Contact		

[[View Emergency Contacts](#)]

15. You will receive a confirmation email like below

Dear XXXX XXXXXX,

This is to confirm that your emergency contact information has been updated in Self-Service Banner.

If you did not recently update your entry or believe that someone may be trying to tamper with your account, please forward your concerns along with this notice to eselfservice@temple.edu, or contact Payroll Management via telephone by calling [1-215-926-2244](tel:1-215-926-2244).