

## Self Service

### Confirm Your Address, Email Address, Phone Number, and Emergency Contact Information

Every term before registration you will be required to confirm (or change if necessary) your address, email address, and phone number and your emergency contact information. It's a very simple process that will only take a few minutes. The process is below.

1. Log into Self Service;
2. Click on the User Options button at the bottom of the panel on the far left (it looks like a little person inside a circle; if you hover over it, it says User Options);

Choose a category to get started.

### Notifications

Title	Details	Link
Bus. Pre-Registration Override	Your business office hold has been temporarily overridden. You are permitted to register for classes.	
Library Hold	You currently have a Library Hold on your account. You will not receive your diploma until this hold is cleared. Please contact the Library at 618-537-6950.	
Honors Registration Early Time	Because you are in the Honors Program, you will be permitted to register at 5:30 am on the day of your registration (please see registration notice for your day). All other students will begin registration at 6 am.	
Junior Registration Date	Based on the number of credit hours you have currently earned (between 60 and 89.9), you are considered a junior student and may register beginning on Tuesday, March 31, 2020 at 6:00 am.	

User Options

**Student Finance**  
Here you can view your latest statement and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Employee**  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

3. Select User Profile;

User Options

User Profile

Emergency Information

Emergency Information

4. The addresses, email addresses, and phone numbers we have in our student information system for you will be displayed. If they are correct, just click on the Confirm buttons on the right. *You will need to click on all three Confirm buttons.* If they are all correct, that's all you need to do.

Please verify your information is correct. If you need to change your home address, update the WEB (Web Obtained) address.  
If you need to update your diploma address, please go to Graduation Overview and update it there.

### Addresses

Last Confirmed On: 3/2/2020  
Click to confirm that the address(es) below is accurate as of today.

[+ Add New Address](#)

Address	Type	Preferred
[REDACTED]	Home/Home Office	✓

### Email Addresses

Last Confirmed On: 3/2/2020  
Click to confirm that the email(s) below is accurate as of today.

[+ Add New Email](#)

Email	Type	Preferred
dlarson@mckendree.edu	McKendree	✓
[REDACTED]	Primary	

### Phone Numbers

5. If they are not correct and you wish to make a change, click on the Add New button;

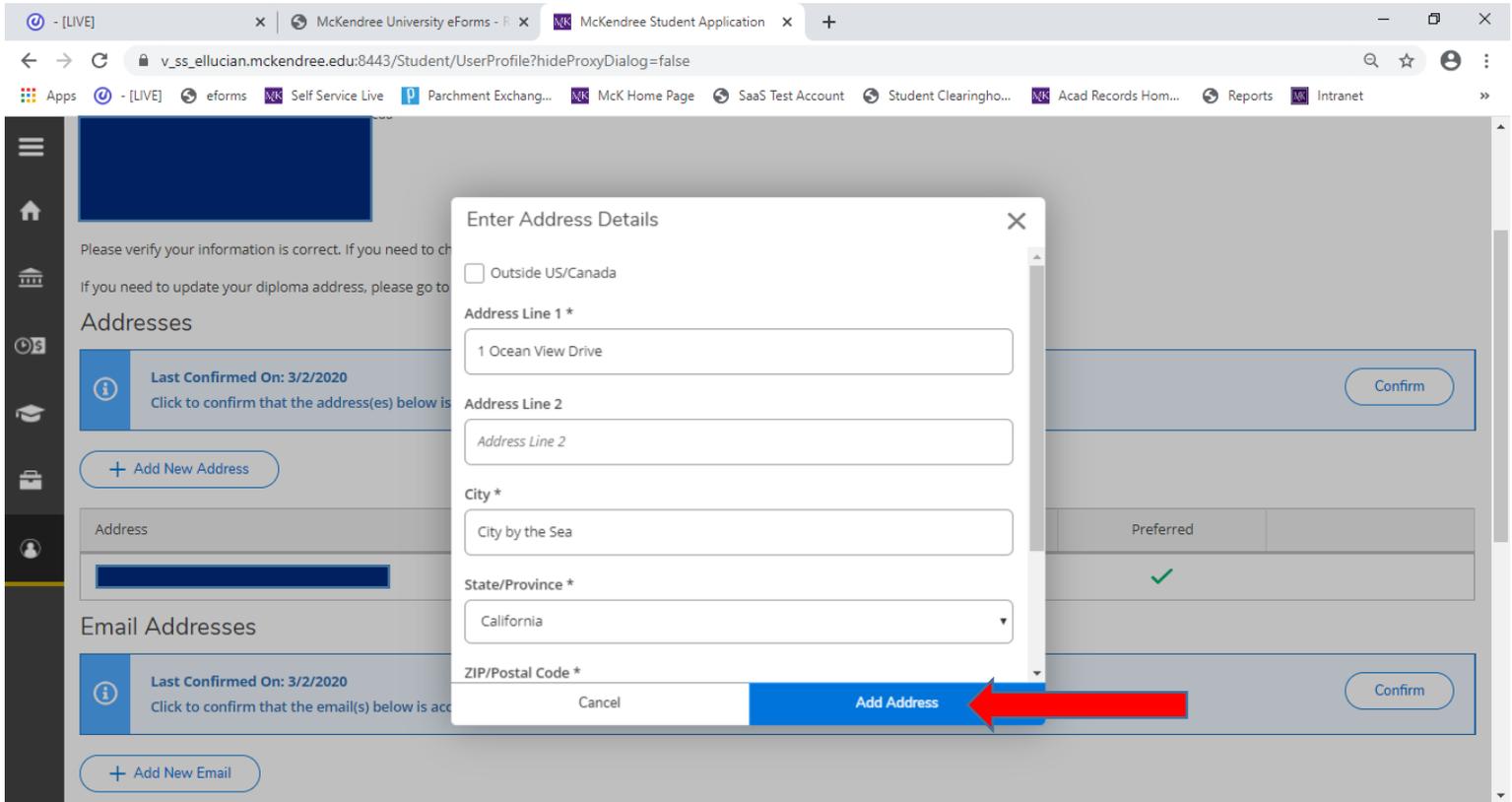
### Addresses

Last Confirmed On: 3/2/2020  
Click to confirm that the address(es) below is accurate as of today.

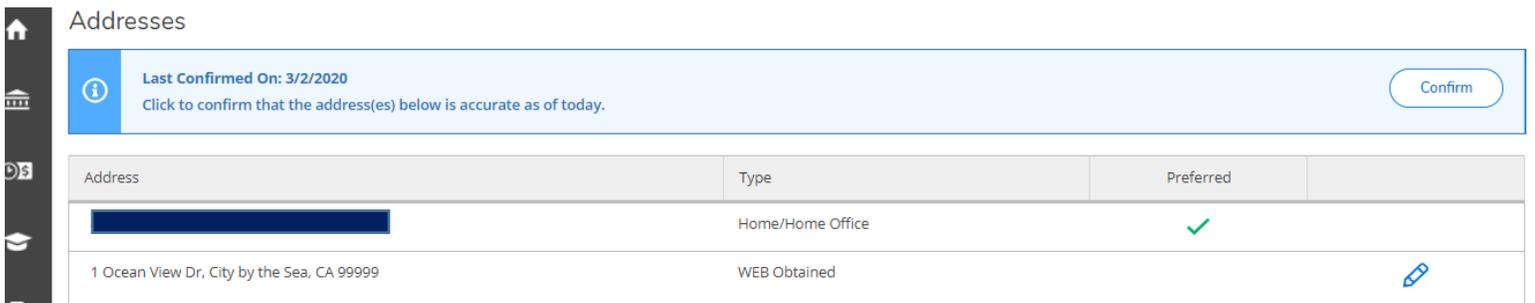
[+ Add New Address](#)

Address	Type	Preferred
[REDACTED]	Home/Home Office	✓

6. Enter your new address and click on Add Address;



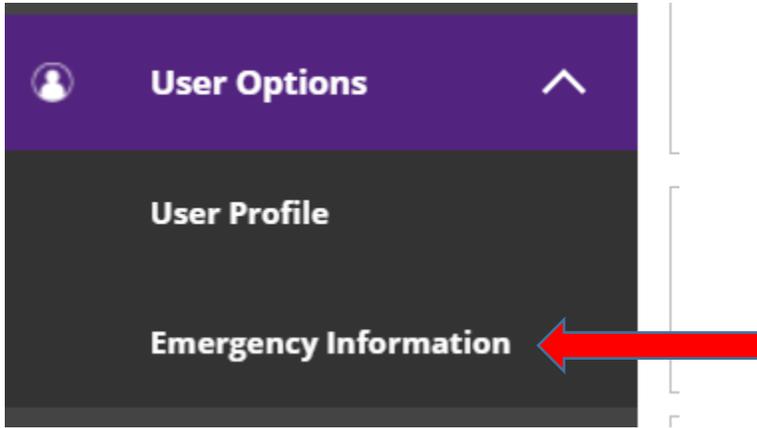
7. Both your old home address and your new address will appear; the new one will have a type of WEB Obtained. Records Office personnel will confirm the new address in our student information system and then your Home address will be updated.



8. You can also change your personal email address and your phone numbers on this page.

To change your emergency contact information:

1. Click on User Options and then Emergency Information;



2. The emergency contact information we have in our student information system will appear; if everything is correct, click the confirm button.
3. To add a new contact, click the Add New Contact button;
4. To change information about your contact, click on the pencil icon;
5. To delete an emergency contact, click on the X.

