



HUMAN RESOURCES

Illinois State University

Student Address, Emergency Contact, and Preferred Name Changes

This tutorial will be helpful to students who need to change their addresses, emergency contact information, or preferred name.

From your go.illinoisstate.edu page, go to the **Student Service Center** tab.

The screenshot shows the Student Service Center interface. At the top, there is a navigation bar with links for Illinois State.edu, Admissions, Maps, News, Events, Employment, and Search/A-Z. Below this is a red banner with the Illinois State University logo and the text "ILLINOIS STATE UNIVERSITY Illinois' first public university". A blue navigation bar contains tabs for Home, Guest, and Student Service Center. Below the navigation bar, there are links for Favorites, Main Menu, and Student Services Center.

The main content area is titled "Student Center" and features a "Academics" section. On the left, there are links for Search, Plan, Enroll, and My Academics, along with a search box containing "other academic...". In the center, there are icons for Deadlines, URL, and Gradebook. Below these is a "This Week's Schedule" table:

	Class	Schedule
	FIL 341-001 LEC (5062)	MoWe 11:00AM - 12:15PM ST Farm Hall of Business 22G
	FIL 350-001 LEC (5073)	MoWe 9:35AM - 10:50AM ST Farm Hall of Business 149
	FIL 352-002 LEC (5077)	MoWe 2:00PM - 3:15PM ST Farm Hall of Business 368
	FIL 355-002 LEC (5081)	MoWe 3:35PM - 4:50PM ST Farm Hall of Business 370

Below the table are links for "weekly schedule" and "enrollment shopping cart". To the right of the schedule table, there is a "SEARCH FOR CLASSES" button. Further right, there are sections for "Holds" (No Holds), "To Do List" (Emergency Contacts, Financial Responsibility Agreement-Spring), and "Milestones" (CAS Foreign Language, COB Requirement).

Scroll down until you see the Personal Information section and click on **Names**

Illinois State.edu Admissions Maps News Events Employment Search/A-Z



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Home Guest **Student Service Center**

Favorites - Main Menu - Student Services Center

- Review Account Activity
- Make a Payment
- Sign up for Direct Deposit
- Setup an Authorized User
- Enroll in a Payment Plan
- View More Features

To view your Financial Aid, click the link to the left.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... [X]

Contact Information

Advisor
Program Advisor
Kathryn Sims
309/438-5926
details ▶


Student Account
[Student Account Service Center](#)

Student Resources
[NSLDS Website \(Federal\)](#)
[FA Rights & Responsibilities](#)
[My Financial Aid Counselor](#)

Address Changes:

- 1) To change your address, go to the “addresses” tab.

Illinois State.edu | Admissions | Maps | News | Events | Employment | Search/A-Z



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Home | Guest | **Student Service Center**

Favorites ▾ | Main Menu ▾ | Student Services Center | Names

go to ... ▾ >>

addresses | names | phone numbers | email addresses | emergency contacts | demographic information

Addresses

View, add, change or delete an address.

Address Type	Address	
Home		edit
Mail		edit

[ADD A NEW ADDRESS](#)

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#)

go to ... ▾ >>

- 2) For home and mailing, you can edit each address by clicking “edit.”
- 3) Save your changes.

Emergency Contact Changes:

- 1) To change your emergency contact information, go to the “emergency contacts” tab.



go to ...

addresses names phone numbers email addresses **emergency contacts** demographic information

Emergency Contacts

Below is a list of emergency contact options. To edit the information for a contact, click the "Edit" button. To add a contact, click the "Add an Emergency Contact" button.

For the emergency contact, please choose the "Emergency Contact" relationship. For the missing person contact, choose the "Missing Person Contact" relationship. For the Mental Health contact, choose the "Mental Health Contact" relationship.

- Emergency Contact (Students, Faculty & Staff): Information provided will be used ONLY in the event of serious injury or a life threatening situation that necessitates notification of the Emergency Contact. Providing emergency contact information will help assure timely communication with the person(s) listed below. Information will only be used by authorized campus officials.
- Missing Person Contact (Students Only): Person to be contacted by ISU Police not later than twenty-four (24) hours after such a time that you are determined to be missing.
- Mental Health Contact (Students Only): Any person over 18 to be contacted in the event that a University physician, clinical psychologist or qualified examiner makes a determination that you pose a clear danger to yourself or others.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>		Mental Health Contact				edit	delete
<input type="checkbox"/>		Emergency Contact				edit	delete
<input type="checkbox"/>		Missing Person Contact				edit	delete

ADD AN EMERGENCY CONTACT

SAVE

Addresses Names Phone Numbers Email Addresses **Emergency Contacts** Demographic Information

go to ...

- 2) There are three types of Contact relationships as shown above. You can use three different names for each contact or use the same as the example above.
- 3) Select a Primary Contact by clicking the boxes on the left.
- 4) Save your changes.

Preferred Name Changes:

- 1) To change your preferred name, go to the "names" tab.

Illinois State.edu | Admissions | Maps | News | Events | Employment | Search/A-Z

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Home | Guest | **Student Service Center**

Favorites - Main Menu - Student Services Center | **Names**

go to ...

addresses | **names** | phone numbers | email addresses | emergency contacts | demographic information

Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name		
Primary			
Preferred		edit	delete

ADD A NEW NAME

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#)

go to ...

- 2) Click edit and make the appropriate changes.
- 3) Save your changes.