


MYHSSU Address/Contact Information Changes

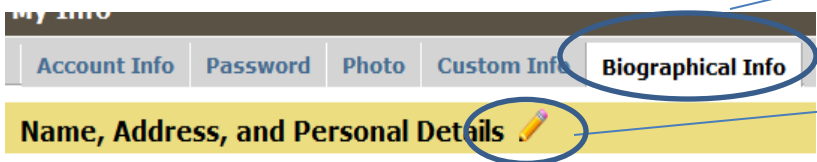
Use this procedure to make changes to your contact information. Notice: Updates are not immediate as all requested changes must be verified before acceptance. Changes are processed by the Office of the Registrar within 48 hours of receipt. **A change in address may result in change in state residency and rate of tuition.

Log into MYHSSU using your student ID number and password.



1. Click the "Personal Info" link.

2. Select the "Biographical Info" tab.



3. Click the pencil to open the Update Personal Information form.

4. Enter your updated contact information on the form.

Title:

Name (First, Middle/Initial, Last):

Hide Middle Name:

E-mail Address:

Nickname:

Address:

City, State, Zip:

Country:

County:

Phone: (555) 555-5555 **Ext:**

Birth Date: mm/dd/yyyy

Marital Status:

Gender:

Ethnicity:

5. Click Submit.

6. Review your changes.

7. Click on Exit Admin to close the Biographical Info form.

Updates submitted are not immediate. They will be reviewed and you should be able to view them within a few days.

[Preview My Info pop-up](#)