YES User Guide: Update Contact Information

Students can make changes to contact information, including emergency contacts, via the Personal Information application in YES.
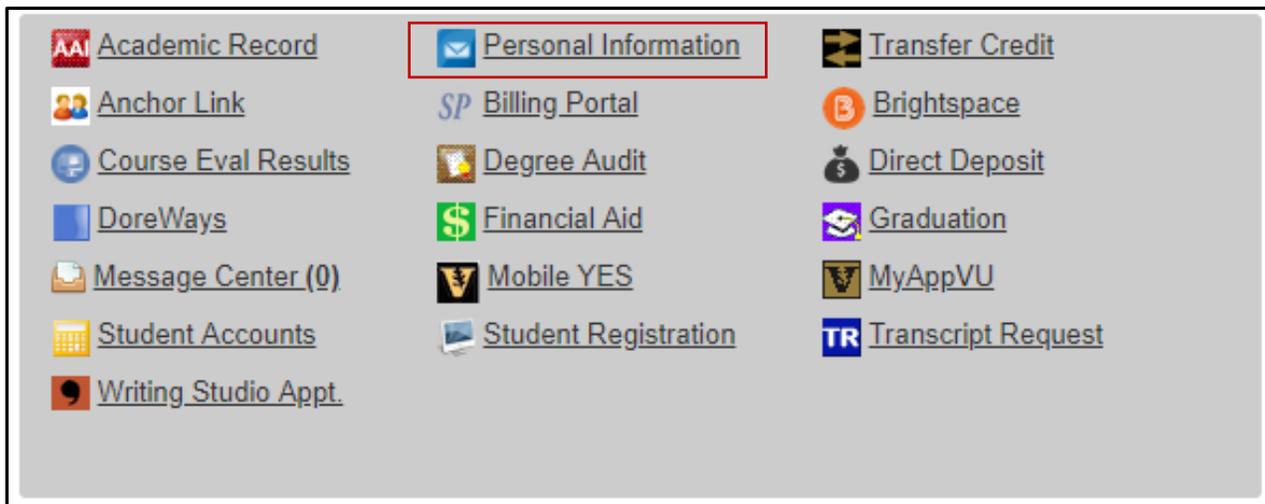
Contents

Updating Contact Information

1. On the student landing page, click **Personal Information**.

2. The Personal Information application has three tabs: Student Addresses, Emergency Addresses, and Parental Addresses.

   a. Student Addresses: Edit or add Permanent (Home) or Local (Mailing) addresses and Phone Numbers.

b. Emergency Addresses tab: Edit or delete Emergency Contact and Missing Person Contact information.

Make any updates in the pop-up window and click Save.

c. Parental information can only be viewed on the Parental Addresses tab. To update this information, contact the Office of the University Registrar at registrar@vanderbilt.edu.

3. For assistance with international address changes, contact the Office of the University Registrar at registrar@vanderbilt.edu.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.