



YES User Guide: Update Contact Information

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

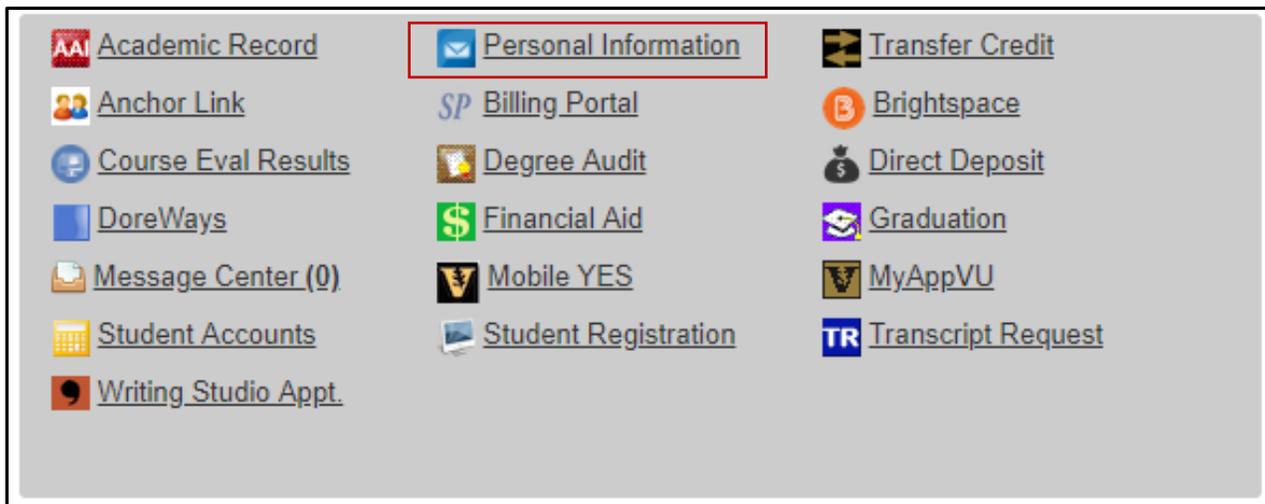
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1. On the student landing page, click **Personal Information**.



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.

Student Addresses	Emergency Addresses	Parental Addresses
Emergency Contact		
Name: Mr. Commodore		
Relationship: Father		
Address: 123 Main St		
Nashville, TN 37203 USA		
Phones: 615/123-1111, 615/456-7890		
Email:		
Edit Delete		
Missing Person Contact		
Name: Mrs. Commodore		
Relationship: Mother		
Address: 123 Main St		
Nashville, TN 37203 USA		
Phones: 615/123-1111, 615/456-7890		
Email:		
Edit Delete		

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

Information Entry

Edit Address

Address:

City:

Country:

State:

Zip:

- 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.