

How to update your personal information.

Step 1: Sign into **myHumboldt** and open your **Student Center**. View the **Personal Information** section.

Step 2: Click on the **title** of the information you would like to edit or select from the **other personal** drop down

Personal Information

Emergency Contact
Names
User Preferences
Authorized to Release

other personal... ▾

Contact Information

<u>Current (Mailing)</u> 1 Harpst Street Arcata, CA 95521	<u>Permanent (Home)</u> 1 Harpst Street Arcata, CA 95521
<u>Phone</u> 707/826-4101	<u>Email Address</u> records@humboldt.edu

Step 3: This will open the Edit window. You can click the **pencil** icon to edit existing information, click on the trash to delete information, or click the **Add new** button to add new information.

Ima Student go to ...

Personal Information Security

addresses | names | phone numbers | email addresses | emergency contacts | ethnicity | self photo | identity

Addresses

View, add, change or delete an address.

Address Type	Address		
Home	1 Harpst St. Arcata, CA 95521		
Mail	1 Harpst St. Arcata, CA 95521		
Other	1 Harpst St. Arcata, CA 95521		

Add a new address

Go to top

Step 4: Edit information and click **OK**.

Edit Address

Country United States [Change Country](#)

Address 1 1 Harpst Street

Address 2

Address 3

City Arcata

State CA California

Postal 95521

County

OK Cancel

Step 5: Make sure to **Save** after you have updated any information.

Ima Student

Addresses

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address

1 Harpst Street
Arcata, CA 95521

Edit Address

Address Types

- Home
- Mail
- Other
- Other 2

Date changes will take effect: 02/28/2018 (example: 12/31/2000)

Save

[Return to Current Addresses](#)

Step 6: You should receive confirmation that it was successful. Click **OK**. This will return you to the edit page. Make any more changes as necessary.

Change Address

Save Confirmation

The Save was successful.

OK

Step 7: Some pages (for example: phone numbers) will ask you to indicate which is your preferred or primary listing.

Personal Information | Security

addresses | names | **phone numbers** | email addresses | emergency contacts | ethnicity | self photo | identity

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	707/826-4101			<input type="checkbox"/>	
Mailing Address Phone	707/826-4101			<input checked="" type="checkbox"/>	

Add a Phone Number

Save

* Required Field

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