

## Personal Information

This document provides an overview of the Personal Information available to students through **My Akron**.

To access the enrollment appointment information log in to the portal, **My Akron**, at <http://my.uakron.edu> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

### Important Guidelines:


- ✓ Log into My Akron ([my.uakron.edu](http://my.uakron.edu)) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

The following information is covered in this document:

- [Important Navigation Tips](#)
- [Log In to My Akron](#)
- [Names](#)
- [Addresses](#)
- [Phone Number](#)
- [Email Address](#)
- [Emergency Contacts](#)
- [FERPA Restrictions](#)
- [User Preferences](#)

## Important Navigation Tips

Many of the pages within self-service contain links at the bottom which can be used to quickly navigate to other areas. Use these links to help access the different functions available.

- The links for Personal Information, Security, Addresses, Names, Phone Numbers, Email Addresses, and Emergency Contacts will quickly take you to the specified page.
- The “go to...” box allows you to click the down arrow and select the appropriate option. You must then click the  icon to jump to the page.
  - **Account Inquiry** – takes you to the Account Summary page where you can see what you owe.
  - **My Academics** – allows you to view your advisors, transfer credit, and course history.
  - **Personal Data Summary** – allows you to view name, address, phone number, email address, emergency contact, holds, FERPA restrictions, and user preferences.
  - **Student Center** – allows you to view your weekly schedule, financial information, and personal information.
  - **User Preferences** – allows you to access the user preferences page.

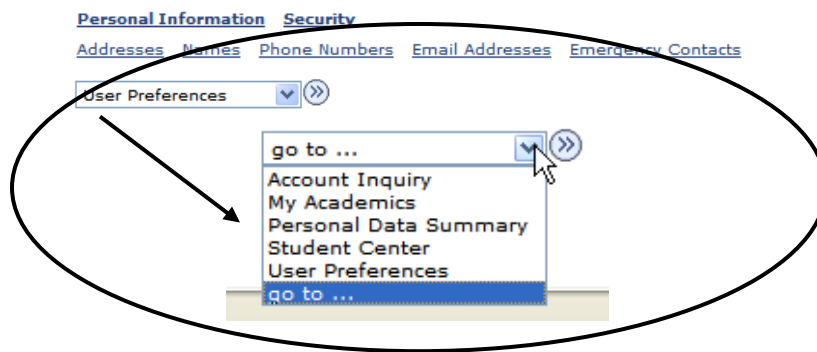
### Addresses

View, add, change or delete an address.

Note to INTERNATIONAL STUDENTS and SCHOLARS: In order to be in compliance with immigration regulations, all international students and scholars must fill out an OIP Change of Address Form and return it to the Office of International Programs (Polsky 483) within 10 days of moving. This form can be downloaded at <http://www.uakron.edu/oip/immigration/downloads.php>.

Address Type	Address		
Home	100 South Main Street Akron, OH 44325		<a href="#">edit</a>
Mail	111 here		<a href="#">edit</a>

[ADD A NEW ADDRESS](#)



## Log In to My Akron

### Instructions:

1. Log in to My Akron with your Uanet ID and password.



#### University of Akron Login

Authentication is required to access My Akron.

Uanet ID:

Password:

Login

2. Click the "My Experience" tab.

A screenshot of the My Akron Experience dashboard. The header features the University of Akron logo and the text "My Akron Experience". Below the header, the date and time "Mon, Oct 17, 2012 8:49 AM" are displayed. There are three tabs: "My Experience" (circled in black), "My Page", and "Faculty/Staff". Below the tabs is a "My Messages" section with a table of messages. The table has columns for "From", "Subject", and "Status". One message is listed: "ITS" from "Google Apps for students: New features" with a status of "Unread".

From	Subject	Status
ITS	<a href="#">Google Apps for students: New features</a>	Unread

**Instructions:**

3. The **Student Center** allows you to access all of your academic and personal information. Click on the "**Student Center**" link located in the left side of the page.

The screenshot shows the 'My Akron Experience' portal. At the top, there is a blue header with the University of Akron logo and the text 'My Akron Experience'. Below the header, the date and time 'Mon, Oct 1, 2012 8:49 AM' are displayed. A navigation bar contains three tabs: 'My Experience', 'My Page', and 'Faculty/Staff'. On the left side, there are three icons: 'Student Center' (circled in black), 'Springboard', and 'E-Mail'. On the right side, there is a 'Reminders' section with a list of items:

- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

**Instructions:**

- 4. From the **Student Center** you can easily navigate to your academic, financial, and personal information. This document will focus on the **Personal Information** section at the bottom of the page.

**Nancy's Student Center**

**Academics**

[Search](#)  
[Enroll](#)  
[My Academics](#)

other academic... [dropdown] [arrow]

[Deadlines](#) [URL](#)

**This Week's Schedule**

	Class	Schedule
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

[weekly schedule](#) ▶

[enrollment shopping cart](#) ▶

**Finances**

**My Account**  
[Account Inquiry](#)  
**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... [dropdown] [arrow]

**Account Summary**

**You owe 2,113.70.**

- Due Now 724.56
- Future Due 1,389.14

**\*\* You have a past due balance of 724.56. \*\***  
Currency used is US Dollar.

[make a payment](#) ▶

[sign up for payment plan](#) ▶

[authorize parent access](#) ▶

**Personal Information**

[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)

other personal... [dropdown] [arrow]

**Contact Information**

<a href="#">Home Address</a> 100 South Main Street Akron, OH 44325	<a href="#">Mailing Address</a> d
<a href="#">Home Phone</a> 123/456-1789	<a href="#">UANet Email Address</a> ianedoe@uakron.edu

## Names

1. From the Student Center main page, click the **Names** link under the Personal Information heading.

The screenshot shows a 'Personal Information' header with a dropdown arrow. Below it are links for 'Emergency Contact', 'Names' (circled in red), and 'User Preferences'. A search box contains 'other personal...' with a dropdown arrow and a double-right arrow icon. To the right is a 'Contact Information' box with fields for 'Home Address' (100 South Main Street, Akron, OH 44325), 'Mailing Address' (d), 'Home Phone' (123/456-1789), and 'UANet Email Address' (ianedoe@uakron.edu).

2. On this page, the different Name Types (Advancement, Primary, etc.) will be listed. The names will be display only.

Students should contact the Student Services Center in Simmons Hall to make changes to names.

The screenshot shows the profile for 'Jane Doe' with a 'go to ...' search box. Below are tabs for 'Personal Information' and 'Security'. Under 'Personal Information' are sub-tabs for 'addresses', 'names', 'phone numbers', 'email addresses', and 'emergency contacts'. The 'Names' section is active, showing the heading 'Names' and the text: 'View your names. Below is a list of your current names. Changes can be made at the Student Services Center in Simmons Hall lobby.'


Name Type	Name
Primary	
Maiden	
Former1	

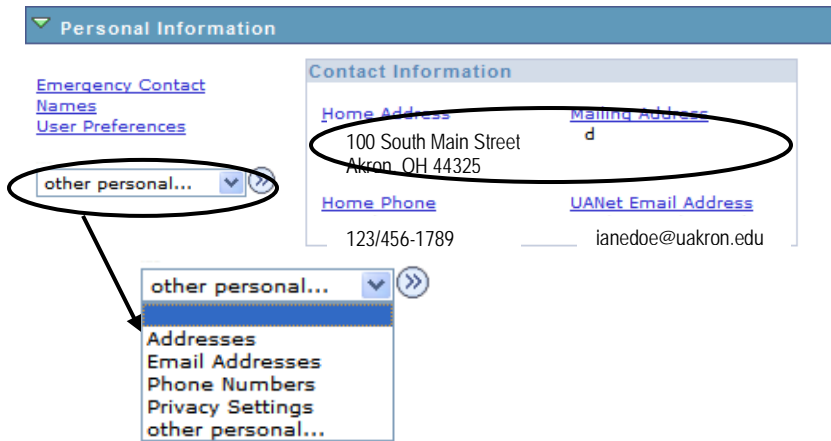
At the bottom, there are links for 'Personal Information' and 'Security', and a search box with 'go to ...' and a double-right arrow icon.

### Addresses

- There are two methods to access Address information:
  - From the Student Center main page, click the appropriate Address link (i.e. Home address or Mailing address)

**OR**

  - From the Student Center main page, click the “**other personal...**” down arrow and select **Address** and then click the  icon.



- All of the addresses which exist for you will be displayed.
- Click the **Edit** button to modify a specific address.
- Click the **Delete** button to delete a specific address. If an address does **NOT** have a delete button this is an indication that the address type cannot be deleted.

### Addresses

View, add, change or delete an address.

Note to INTERNATIONAL STUDENTS and SCHOLARS: In order to be in compliance with immigration regulations, all international students and scholars must fill out an OIP Change of Address Form and return it to the Office of International Programs (Polsky 483) within 10 days of moving. This form can be downloaded at <http://www.uakron.edu/oip/immigration/downloads.php>.

Address Type	Address		
Home	100 South Main Street Akron, OH 44325		
Mail	234 here hollywood, CA		
Law Boxes	Test Type Control Mooreville, NC		
Summer	124 there akron, OH 44325		
Work	jkkklkl		



5. Click the **Add a New Address** button to add a new address.
6. Enter the appropriate information for the new address. Click **OK** once all the appropriate information has been entered.

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Postal:

County:

7. You must specify the type of address you are adding. Select the box next to the appropriate address type.
8. An asterisk next to an address type indicates an address already exists for that particular type. If you choose this type the new address will automatically override the previous address.
9. NOTE: You can enter an address and use the date field to specify the date the address will take effect. This date will default to the current date, however it can be modified.
10. Click the **Save** button to save the changes.

Jane Doe

**Addresses**

**Add a new 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.

<b>Add a new address</b>	<b>Address Types</b>
<p>201 Maple Street <a href="#">Edit Address</a></p> <p>Louisville, Oh 44301</p> <p>Date new address will take effect: <input type="text" value="09/19/2008"/> <input type="button" value="Q"/> (example: 12/31/2000)</p> <p><input type="button" value="SAVE"/></p> <p style="text-align: center;"><a href="#">Return to Current Addresses</a></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Home *</li> <li><input type="checkbox"/> Mail *</li> <li><input type="checkbox"/> Business</li> <li><input type="checkbox"/> Check</li> <li><input type="checkbox"/> Legal</li> <li><input type="checkbox"/> Billing</li> <li><input type="checkbox"/> Other 2</li> <li><input type="checkbox"/> Permanent</li> <li><input type="checkbox"/> Advance</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Other 2</li> <li><input type="checkbox"/> Summer</li> <li><input type="checkbox"/> Voice</li> <li><input type="checkbox"/> Winter</li> <li><input type="checkbox"/> Work</li> </ul>



11. You will receive a confirmation. Click **OK**.

[Change Address](#)

**Save Confirmation**



The Save was successful.


OK

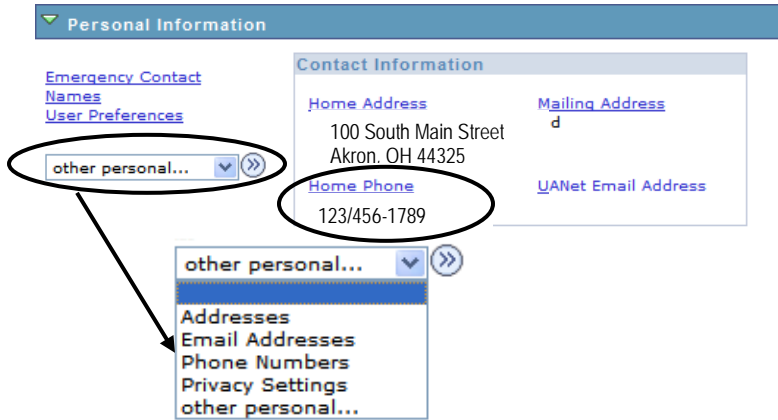
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## Phone Number

- There are two methods to access Phone Number information:
  - From the Student Center main page, click the appropriate Phone Number link (i.e. Home Phone)

**OR**

- From the Student Center main page, click the “**other personal...**” down arrow and select **Phone Numbers** and then click the  icon.



- All of the phone numbers which exist for you will be displayed.
- To indicate the primary contact phone number, select the **Preferred** checkbox.
- To *edit* a phone number, replace the existing phone number with the new number.
- To *add* a phone number, click the **Add a Phone Number** button.
- To *delete* a phone number, click the **Delete** button. *You cannot delete the Home Phone Number.*

### 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	Preferred	
Mobile	333/999-0808		<input type="checkbox"/>	<a href="#">delete</a>
Home			<input checked="" type="checkbox"/>	<a href="#">delete</a>

[ADD A PHONE NUMBER](#)

[SAVE](#)

\* Required Field

[Personal Information](#) [Security](#)

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

go to ... 

7. **Adding a phone number:** After clicking the **Add a Phone Number** button a blank row will be added to the phone number listing. Use the down arrow to select the phone number type and enter the number.
8. Click the **Save** button when finished.

*Each phone number must have a unique type, and there can only be one number for each type. For example, you can only have one Home phone number listed.*

**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	Preferred	
Mobile	333/999-0808		<input type="checkbox"/>	delete
Home			<input checked="" type="checkbox"/>	delete
			<input type="checkbox"/>	delete


ADD A PHONE NUMBER

SAVE

9. After making any changes or adding a phone number you will receive a confirmation. Click **OK**.

**Phone Numbers**

**Save Confirmation**


 The Save was successful.

OK

## Email Address

1. There are two methods to access Email Address information:
  - From the Student Center main page, click the appropriate email address link (i.e. Uanet Email Address)

**OR**

  - From the Student Center main page, click the “**other personal...**” down arrow and select **Email Addresses** and then click the  icon.



2. The email addresses which exist for you will be displayed.
3. To change an address, click in the **Email Address** field and make the necessary changes.
4. To delete an Email Address, click on the **Delete** button. *You cannot delete or change the UAnet Email Address.*
5. To indicate the preferred Email Address, select the **Preferred** checkbox.
6. To add an Email Address, click on the **Add an Email Address** button.

*Note: All Official correspondence is sent to a student via their UAnet Email Address.*

Jane Doe go to ...

Personal Information

Security

addresses
names
phone numbers
email addresses
emergency contacts

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home <input type="button" value="v"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="delete"/>
UA Net ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

\* Required Field

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[Personal Information](#) [Security](#)

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

go to ...

7. **Adding an email address:** After clicking the **Add an Email Address** button a blank row will be added to the email address listing. Use the down arrow to select the address type and enter the email address.
8. Click the **Save** button when finished.

*Each email address must have a unique type, and there can only be one address for each type. For example, you can only have one Work email address listed.*

**Email Addresses**

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home		<input type="checkbox"/>	delete
UA Net ID		<input checked="" type="checkbox"/>	delete
		<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS


SAVE

\* Required Field

9. After making any changes or adding a new email address you will receive a confirmation. Click **OK**.

**Email Addresses**

**Save Confirmation**

 The Save was successful.

OK

## Emergency Contacts

1. From the Student Center main page, click the **Emergency Contact** link.

The screenshot shows a navigation menu with 'Personal Information' selected. Underneath, there are links for 'Emergency Contact' (circled in red), 'Names', and 'User Preferences'. Below these links is a dropdown menu currently showing 'other personal...' with a right-pointing arrow icon.

2. All emergency contacts on file for you will be displayed.
3. To **change the Primary Contact**, click the **Primary Contact** checkbox for the individual you wish to designate as the primary contact. When you click to change the primary checkbox for an individual you wish to designate as the primary contact, that person moves to the top of your contact list.
4. To **edit** the Emergency Contact, click the **Edit** button.
5. To **delete** an Emergency Contact, click the **Delete** button.
6. To **add** a new Emergency Contact, click the **Add an Emergency Contact** button.

### Emergency Contacts

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

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	<a href="#">Bob</a>	Child	330/633-			<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	<a href="#">Robert</a>	Other	330/867-			<a href="#">edit</a> <a href="#">delete</a>

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

[Personal Information](#) [Security](#)  
[Addresses](#) [Names](#) [Phone Numbers](#) [Email Addresses](#) [Emergency Contacts](#)

go to ... [▼](#) [▶▶](#)

7. **Adding an emergency contact:** After clicking the Add an Emergency Contact button a new screen displays to enter the new contact information. Enter the **Contact Name** and select the appropriate **Relationship** from the drop down box.
8. If the new contact's address is the same as yours, click the **Same Address as Individual** checkbox. Otherwise, click the **Edit Address** link and then enter the address information.
9. If the new contact's phone is the same as yours, click the **Same Phone as Individual** checkbox. Otherwise, enter the phone number in the box provided. If you wish to add another phone number for the contact, click the **Add a Phone Number** button.
10. Click the **Save** button after entering all the information.

Jane Doe

**Emergency Contacts**

**Emergency Contact Detail**

\*Contact Name

\*Relationship

**Contact's Address**

Same Address as Individual

Country United States

Address

[Edit Address](#)

**Contact's Phone**

Same Phone as Individual

Phone  Extension

**Other Telephone Numbers**

*Phone Type	Phone Number	Extension

ADD A PHONE NUMBER

SAVE

[Return to Emergency Contacts Summary](#)

\* Required Field



11. After changing or adding a new contact you will receive a confirmation. Click **OK**.

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**Save Confirmation**




The Save was successful.

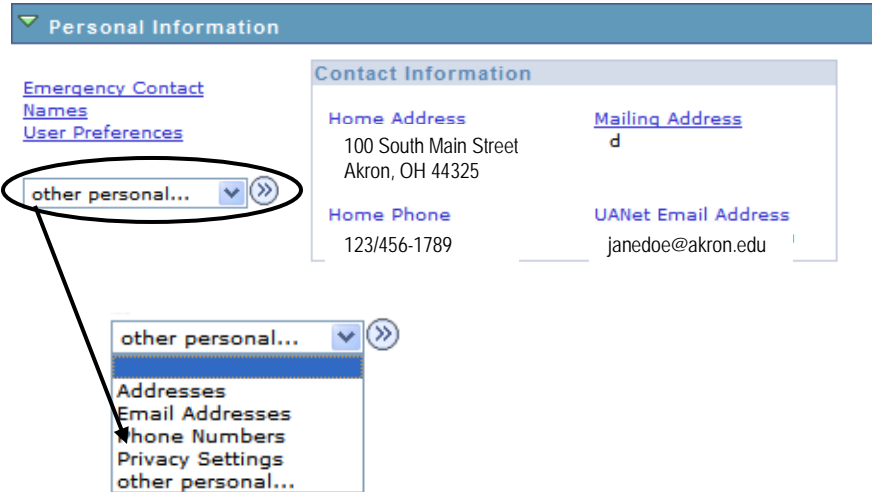
OK

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## FERPA Restrictions

### Instructions:

1. From the Student Center main page, click the “**other personal...**” down arrow and select **Privacy Settings** and then click the  icon.



2. The FERPA Restrictions page is returned. The message “**Current FERPA restrictions found**” indicates you have placed restrictions on what information may be released.
3. Click the **Update FERPA Restrictions** button to view or modify your FERPA restrictions.

### FERPA/Directory Restrictions

Under the regulations defined by the Family Education Rights and Privacy Act, you may choose to restrict your personally identifiable information from release. Should you choose to do so, please note that this information will not be made available to any oral or written request nor will it appear in any publication.

**Current FERPA restrictions found.**

**UPDATE FERPA RESTRICTIONS**

[Personal Information](#) [Security](#)  
[Ferpa Restrictions](#) [User Preferences](#)

go to ... 

**Instructions:**

4. The **FERPA/Directory Restrictions** page is displayed.
5. A FERPA restriction is a “**Restrict all** directory information” or “**Release all** directory information” choice.
6. If you wish to restrict all of your personally identifiable information, click the “**Restrict All Information**” button.
7. To release the restriction, click the “**Release all Restrictions**” button.
8. Click the **SAVE** button to save the changes.

For detailed information on FERPA visit the [Registrar's FERPA](#) website.

Jane Doe

**FERPA Restrictions****Update FERPA/Directory Restrictions**

To restrict release of your personally identifiable information, click the 'Restrict All Information' button.

To release the restriction, click the 'Release All Restrictions' button.

Then click the 'Save' button to save your update.

Please note that, when you choose to restrict the release of your personally identifiable information, your information will not be made available to any oral or written request nor will it appear in any publication.

restrict all information

release all restrictions

SAVE

[Return to FERPA Restrictions Summary](#)

9. You will receive a confirmation. Click **OK**.

**FERPA Restrictions****Save Confirmation**

The Save was successful.

OK

## User Preferences

- From the Student Center main page, click the **User Preferences** link.

**Personal Information**

[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)

other personal... [v] [»]

**Contact Information**

<a href="#">Home Address</a>	<a href="#">Mailing Address</a>
100 South Main Street Akron, OH 44325	d
<a href="#">Home Phone</a>	<a href="#">UANet Email Address</a>
123/456-1789	janedoe@akron.edu

- To avoid filling in the same field numerous times while navigating through the pages in My Akron, you can set defaults for certain fields. The fields that you can default are as follows:
  - Institution:** The University of Akron
  - Academic Career:** Undergraduate, Graduate, or Law
  - Term:** A four digit number representing the term. Use the **Lookup Term** [🔍] button to select from a list.
  - Aid Year:** A year that represents the entire school year. For example 2005 for the the Fall 2004-Spring 2005 school year. Use the **Lookup Aid Year** [🔍] button to select from a list.
- After you make your selections, click on the **Save** button.

Jane Doe [go to ...] [v] [»]

Personal Information      Security  
 ferpa restrictions      user preferences

**User Preferences**

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

**Institution**      The University of Akron [v]  
**Academic Career**      [v]  
**Term**      [ ] [🔍]  
**Aid Year**      2005 [🔍]      Financial Aid Year 2004-2005

**SAVE**

[Personal Information](#)   [Security](#)  
[Ferpa Restrictions](#)   [User Preferences](#)

[go to ...] [v] [»]

- You will receive a confirmation. Click **OK**.

**User Preferences**

**Save Confirmation**

✓ The Save was successful.

**OK**