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.

<div>

Important Guidelines:

✓ Log into My Akron (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

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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.
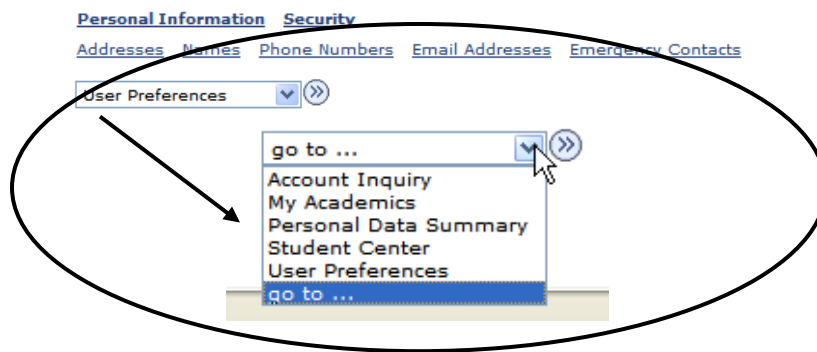 - **User Preferences** – allows you to access the user prefences page.

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		edit
Mail	111 here		edit

ADD A NEW ADDRESS

Personal Information   Security
Addresses   Names   Phone Numbers   Email Addresses   Emergency Contacts
User Preferences ⌄ ⊗

go to … ⌄ ⊗
Account Inquiry
My Academics
Personal Data Summary
Student Center
User Preferences
go to …

Log In to My Akron

Instructions:

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

2. Click the "**My Experience**" tab.

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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.

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.

Names

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

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.

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Addresses

1. 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)

   <div align="center">OR</div>

   - From the Student Center main page, click the "**other personal…**" down arrow and select **Address** and then click the ⟪⟫ icon.

2. All of the addresses which exist for you will be displayed.
3. Click the **Edit** button to modify a specific address.
4. 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.

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:	[▼]

OK   Cancel

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.

Add a new address		Address Types	
201 Maple Street	Edit Address	☐ Home	*
Louisville, Oh 44301		☐ Mail	*
		☐ Business	
		☐ Check	
Date new address will take effect 09/19/2008 📅 (example: 12/31/2000)		☐ Legal	
SAVE		☐ Billing	
		☐ Other 2	
	Return to Current Addresses	☐ Permanent	
		☐ Advance	
		☐ Other	
		☐ Other 2	
		☐ Summer	
		☐ Voice	
		☐ Winter	
		☐ Work	

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

Change Address

Save Confirmation

✔ The Save was successful.

OK

Phone Number

1. 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.
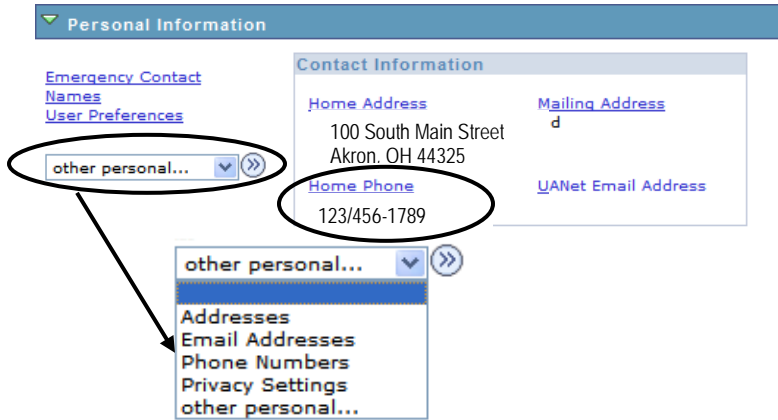
2. All of the phone numbers which exist for you will be displayed.
3. To indicate the primary contact phone number, select the **Preferred** checkbox.
4. To *edit* a phone number, replace the existing phone number with the new number.
5. To *add* a phone number, click the **Add a Phone Number** button.
6. To *delete* a phone number, click the **Delete** button. *You cannot delete the Home Phone Number.*

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		☐	delete
Home			☑	delete
			☐	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		☐	delete
UA Net ID		☑	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field

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 ▾		☐	delete
UA Net ID		☑	delete
▾		☐	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.

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.

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	Other

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

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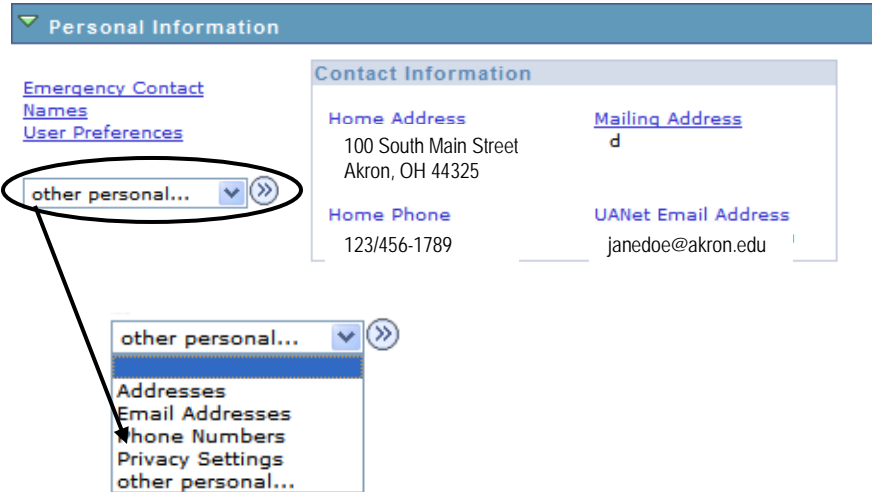
Save Confirmation

✔ 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.

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

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

2. 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.

3. After you make your selections, click on the **Save** button.

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