



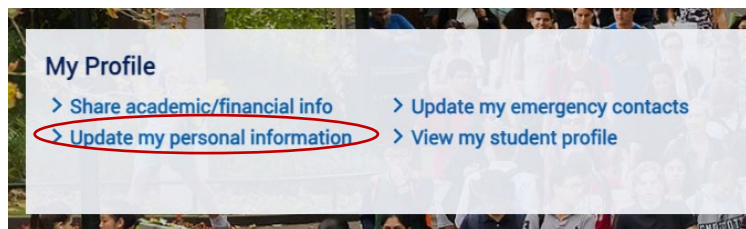
## Updating Your Personal Address, Phone Number, and Emergency Contact Information in Path@Penn

The University of Pennsylvania is responsible for maintaining accurate personal contact information for all Penn students. This information ensures that Penn is able to contact you to share essential information and reach you or your designee in the case of emergency.

Use this guide for step-by-step instructions on how to update this information within Path@Penn. We also include some troubleshooting tips for common issues that you might encounter.

### Updating Your Addresses

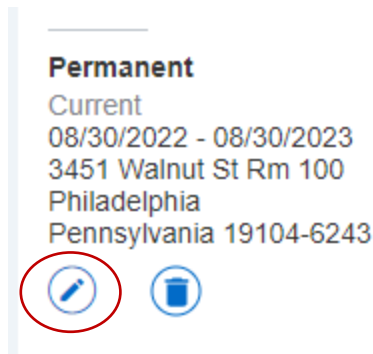
Click on “Update my personal information” in the “My Profile” section of Path@Penn to update your active addresses. An address is considered “active” if the current date falls within the selected date range for each address. If an address becomes inactive, you will need to update it again.



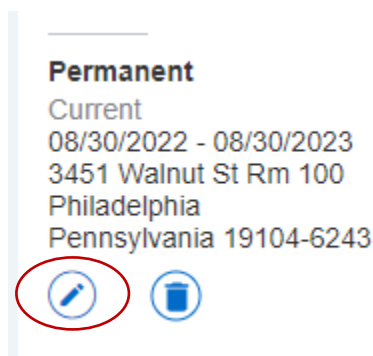
Students are **required** to have an active Local Address OR Learning From Address, in addition to an active Permanent Address.

**Please Note:** *If you anticipate receiving a student account refund of financial aid dollars at any point, you are required to have an active U.S. Learning From Address on file.*

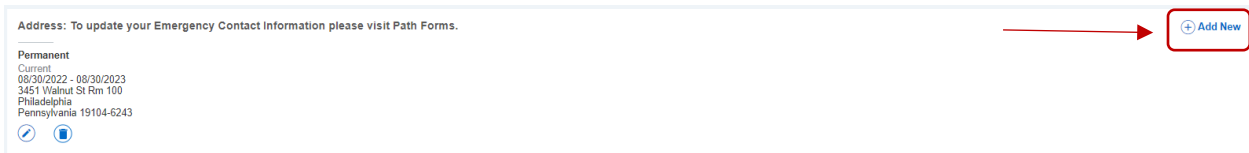
To *update* an existing address, scroll down to the Address section and click on the pencil icon to make any needed changes.



To *delete* an existing address that is no longer active, click on the trashcan icon.



To *add* a new address, click on "Add New" in the Address section.



- Select the type of address you would like to add using the dropdown menu.
- Add the date range for which the address is active. **Make sure to add a "Valid From" and "Valid Until" date. Use today's date as your "Valid From" date to avoid overlapping with any expired address data.**

A screenshot of the "Add Address" form. The form has a title "Add Address" and a close button (X) in the top right corner. Below the title, there are three main sections: "Type of Address", "Valid From", and "Valid Until". The "Type of Address" section has a dropdown menu with the text "Select Address Type" and a downward arrow. The "Valid From" section has a text input field with the placeholder "MM/dd/yyyy" and a calendar icon. The "Valid Until" section has a text input field with the placeholder "MM/dd/yyyy" and a calendar icon. Below these sections, there are three labels: "Address Line 1", "Address Line 2", and "Address Line 3". The "Valid From" and "Valid Until" fields are highlighted with red boxes.

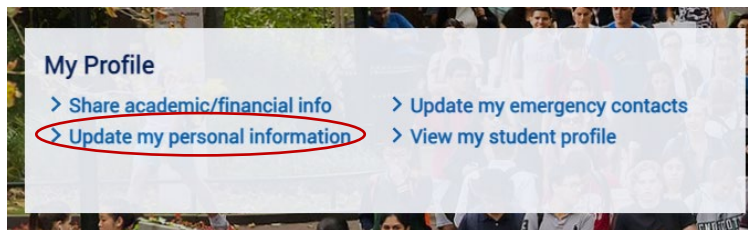
- Fill in all remaining fields and click "Add."

*Troubleshooting:*

- Ensure you are using an English version of a web browser. Firefox and Chrome are preferred.
- Disable translation plug-ins, add-ons, or extensions.
- Clear cache and cookies from your browser.
- Ensure that you only have one instance of Path open in a single browser.
- Ensure you are logged out of Path@Penn on other devices.

## Updating Your Phone Numbers

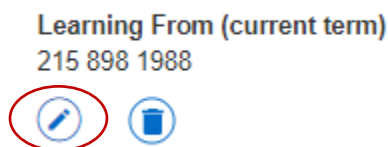
Click on “Update my personal information” in the “My Profile” section of Path@Penn to update your phone numbers. Phone numbers do not have an assigned date range, so if the phone number is attached to your record, it is considered “active.”



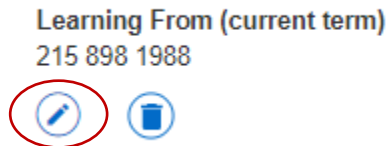
Students are **required** to have a UPennAlert Student Mobile phone number on file so they can receive emergency notifications from the University. Please note that there are multiple options for UPennAlert phone numbers—**make sure you are choosing the option that says UPennAlert Student Mobile.**

**Please Note:** *If you anticipate receiving a student account refund of financial aid dollars at any point, you are also required to have either a U.S. Permanent or U.S. Learning From phone number on file.*

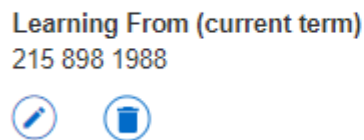
To *update* an existing phone number, scroll down to the Phone Number section and click on the pencil icon to make any needed changes.



To *delete* an existing phone number that is no longer active, click on the trashcan icon.



To *add* a new phone number, click on “Add New” in the Phone Number Section.



- Select the type of phone number you would like to add using the dropdown menu.
- If adding a U.S. phone number, use the “Phone Number” field.
- If adding an international phone number, use the “International Access Code and Phone Number” field for the entire number. This field allows you to deviate from the standard U.S. phone number format. Do not add a “+” or a country code in the “Area Code” field.

### Add Phone Number ✕

**Phone Type**

Select Phone Type ▼

**Phone Number**

Area Code Phone Number Extension

**International Access Code and Phone Number**

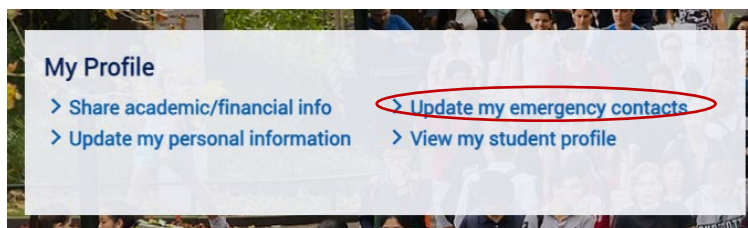
International Phone Number

Primary  Unlisted

**Add**

## Updating Your Emergency Contacts

Click on “Update my emergency contacts” in the “My Profile” section of Path@Penn to update your emergency contacts.



Students are **required** to have **at least one** emergency contact on file to ensure that Penn is able to support you appropriately during an emergency situation.

To add a new emergency contact, click on “Add New” at the bottom of the page.



Select the nature of your relationship to this person using the dropdown menu and fill in their contact information. You can also indicate whether you would like Penn to be able to communicate with this person about academic and/or financial information.

1 Relationship \*

NO  YES Disclose academic information (grades, attendance, academic standing, etc)

NO  YES Disclose financial information (billing, Payments, financial aid, loans, etc) **If NO, individuals who pay your bills may not be able to get information pertaining to your bill.**

When you are finished, click “Save” to add the contact.

**Please Note:** Your emergency contacts are prioritized in the order that you add them. To change the priority ranking of your contacts, you will need to delete and re-enter them in the new order.