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 the following required information within Path@Penn. See additional details on the Update Required Information webpage.

Resolve Holds by Updating:

- **Personal Information:**
  - Permanent address
  - Learning From address
  - UPennAlert Student Mobile Phone

- **Emergency Contact and Missing Person Contact**

1. Access Path@Penn
2. Student will see a “Holds” notification
3. Click on the Student Profile link

4. In the upper right-hand corner of the Student Profile page, click on the Holds counter

   Expired or Missing Data Hold code; move on to instructions to Update Personal Information.
**Updating Your UPennAlert Student Mobile Phone:**

1. Access your account, [Path@Penn](#).
2. On the **My Profile** section, Click on “Update my personal information”
3. Update:
   a. UPennAlert Student Mobile Phone
4. Click on the pencil icon, next to the telephone
5. Update the phone number to use for UPenn alerts

**To Add a new UPennAlert Student Mobile Phone:**

1. Click on ‘Add New’ in the Phone section
2. Select the Phone Type from the drop-down list

**Note:** Make certain to choose the option that says “UPenn Alert Student Mobile.”

3. Enter in the phone number
   a. For US-based phone numbers, use the Phone Number fields
   b. For International phone numbers, use the International Access Code and Phone Number field
4. Click **Add**
Updating Your Emergency Contact and Missing Person Contact:

1. Access your account, Path@Penn
2. On the My Profile section, Click on “Update my emergency contacts”
3. Click on the pencil icon, next to the contact details
4. Update:
   a. Relationship
   b. Last Name
   c. First Name
   d. Telephone Type and Phone Number
   e. Email Address
   f. Address

5. Click Save
To Add a new Emergency Contact and Missing Person Contact:

1. Click on ‘Add New’ at the bottom of the section
2. Select the **Relationship** of your contact from the drop-down list
3. Choose disclosures:
   - a. Disclose Academic information (grades, etc.)
   - b. Disclose financial information (billing, etc.)

4. Enter in emergency contact **required** fields:
   - a. Last Name
   - b. First Name
   - c. Telephone Type and Phone Number
   - d. Email Address
   - e. Address

5. Click **Save**
Updating Your Permanent or Learning From Addresses:
1. Access your account, Path@Penn
2. On the My Profile section, Click on “Update my personal information”
3. Click on the pencil icon, next to the address:
4. Update:
   a. Permanent address or
   b. Learning From address (for student refunds, etc.)

Note: An address is considered ‘active’ if the present date falls within the date range of the address

To Add a new address:
1. Click on ‘Add New’ in the Address section
2. Select the Type of Address from the drop-down list (e.g. Permanent, Learning From)
3. Enter a valid From – Until date range (e.g. Valid From: 01/01/2022 – Valid Until: 12/31/2025)
4. Continue to enter address details
5. Click Add