

# Update Required Information

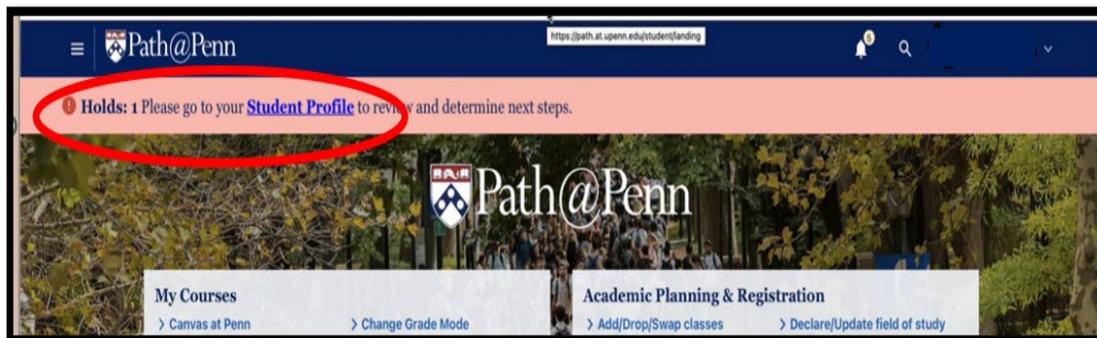


The University of Pennsylvania is responsible for maintaining accurate personal contact information for all Penn students. This information ensures that Penn is able to contact you to share essential information and reach you or your designee in the case of emergency. Use this guide for step-by-step instructions on how to update the following **required** information within Path@Penn. See additional details on the [Update Required Information](#) webpage.

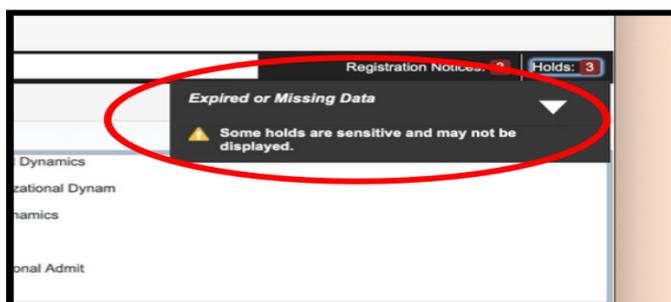
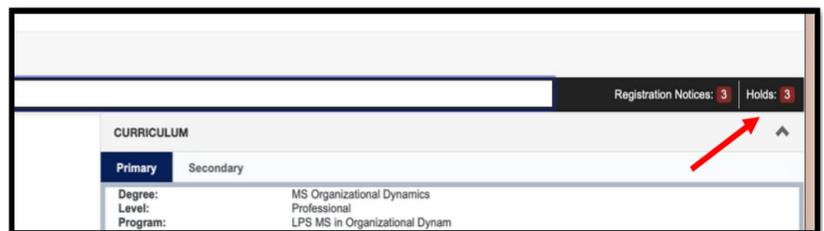
## Resolve Holds by Updating:

- **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.

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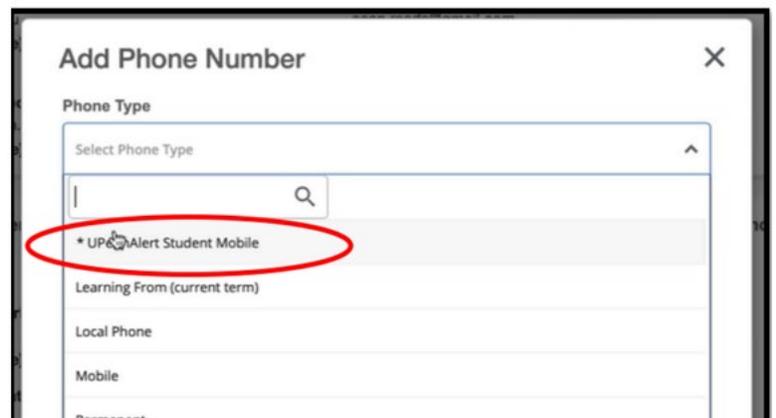
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## Updating Your UPennAlert Student Mobile Phone:

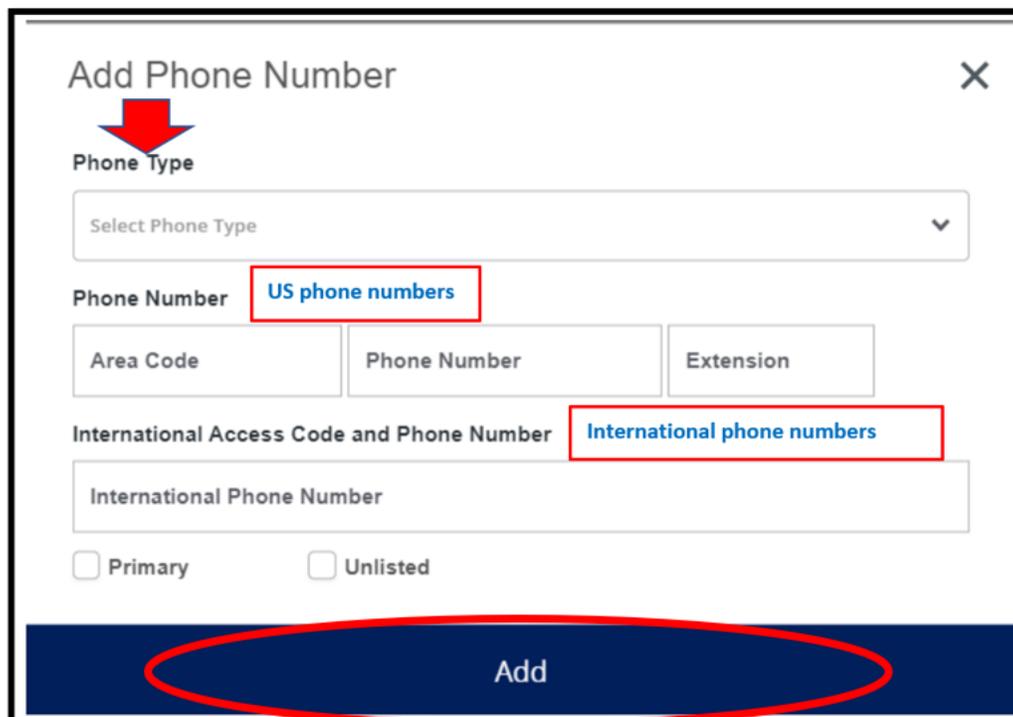
1. Access your account, [Path@Penn](mailto:Path@Penn)
2. On the **My Profile** section, Click on "Update my personal information"
3. Update:
  - a. UPennAlert Student Mobile Phone
4. Click on the pencil icon, next to the telephone 
5. Update the phone number to use for UPenn alerts

### 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."
  - 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
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**



The screenshot shows the 'Add Phone Number' form. The 'Phone Type' dropdown menu is open, and the option '\* UPennAlert Student Mobile' is highlighted with a red circle. Other options visible include 'Learning From (current term)', 'Local Phone', 'Mobile', and 'Permanent'.



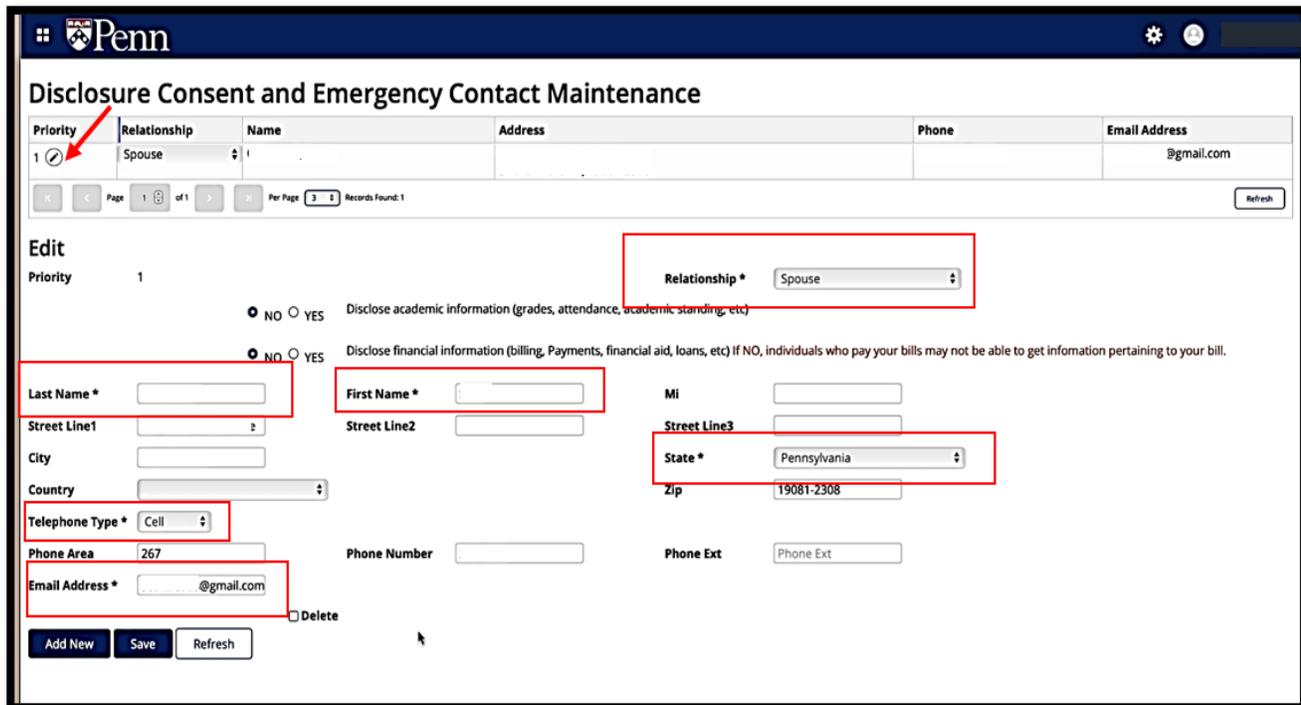
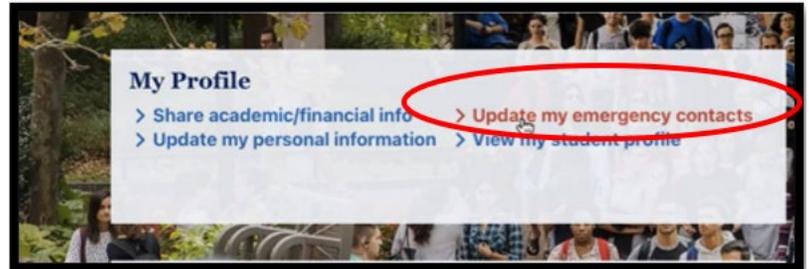
The screenshot shows the 'Add Phone Number' form. A red arrow points to the 'Phone Type' dropdown menu. The 'Phone Number' section is highlighted with a red box and labeled 'US phone numbers'. The 'International Access Code and Phone Number' section is highlighted with a red box and labeled 'International phone numbers'. The 'Add' button at the bottom is circled in red.

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## 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



**Disclosure Consent and Emergency Contact Maintenance**

Priority	Relationship	Name	Address	Phone	Email Address
1 	Spouse				@gmail.com

Page 1 of 1 | Per Page 3 | Records Found: 1 | Refresh

### Edit

Priority 1

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.

**Relationship \*** Spouse

**Last Name \***

**First Name \***

Mi

**Street Line1**

**Street Line2**

**Street Line3**

**City**

**State \*** Pennsylvania

**Country**

**Zip** 19081-2308

**Telephone Type \*** Cell

**Phone Area** 267 **Phone Number**

**Phone Ext**

**Email Address \*** @gmail.com

Delete

Add New Save Refresh

5. Click **Save**

# Update Required Information



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.)



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.*

NO  YES

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

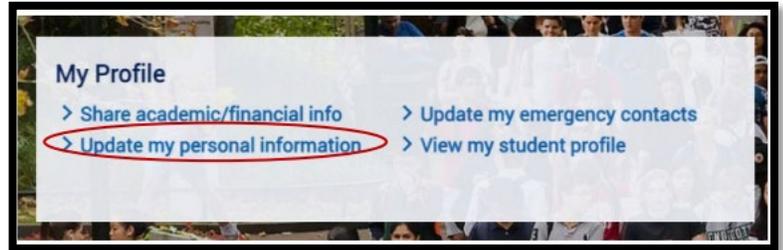
5. Click **Save**

# Update Required Information

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## Updating Your Permanent or Learning From Addresses:

1. Access your account, [Path@Penn](mailto: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 sector 
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**

