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

Adding Your UPennAlert Student Mobile Phone:
1. Navigate to Path@Penn to access your account.
2. Under the My Profile section, click on Update my personal information.
3. Scroll down to the Phone Number section of the screen and click Add New.
4. Select UPenn Alert Student Mobile from the Phone Type drop-down list. (This is the first option that appears).
5. Enter in the phone number and click Add.

NOTE: For US-based phone numbers, use the Phone Number field. For International phone numbers, use the International Access Code and Phone Number field. Neither the Primary nor Unlisted boxes need to be checked in order to proceed.
Adding Your Permanent or Learning From Addresses:

1. Navigate to Path@Penn to access your account.
2. Under the My Profile section, click on Update my personal information.
3. Scroll down to the Address section of the screen and click Add New.
4. Select the Type of Address from the drop-down list. (You must have both a valid and unexpired Permanent and Learning From Address. If you are living in Penn Managed Housing (College House or Greek), the Learning From Address will be provided by Housing).
5. Enter the date you are filling out this form as the Valid From date. Leave the Valid Until date blank.
   
   **NOTE:** Ensure that an American English language browser with no translation extensions is being used. Otherwise, the date may revert to DD/MM/YYYY format which will cause an error and not allow the user to continue filling out the form.
6. Enter Address details.
7. Click Add.
Adding Your Emergency Contact and Missing Person Contact:

1. Navigate to Path@Penn to access your account.
2. Under the My Profile section, click on Update my emergency contacts.

3. Scroll down to the Address section of the screen and click Add New.

4. Select the Relationship of your contact from the drop-down list.

5. Choose disclosures:
   a. Disclose Academic information (grades, etc.)
   b. Disclose financial information (billing, etc.)
   c. Emergency Contact (this disclosure must be marked YES).
   d. Missing Person Contact

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

7. Click Save.
On weekends I like spending time with my family. When I have some time for myself, I enjoy my Xbox and reading science fiction. If I had would be Shakespeare.

To change icons, follow steps under Education:

1. When you navigate to Path@Penn to access your account, if you have a hold you will see a Holds notification.
2. Click on the Student Profile link.
3. In the upper right-hand corner of the Student Profile page, click on the Holds counter.
4. Information on the holds will display. These are Update Required Information Holds.
   - Next to where it states Reason is the address for the Update Required Contact Information webpage.
   - Note that there may be holds that require no action. These will not be displayed.