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

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**Update Required Information Hold** code; move on to instructions to Add Personal Information.
Adding Your UPennAlert Student Mobile Phone:

1. Access your account, Path@Penn
2. On the My Profile section, Click on “Update my personal information”
3. Scroll down to the Phone Number section of the screen:

   Phone Number: To update your Emergency Contact Information please choose "Update my emergency contacts" located in the "My Profile" section of Path@Penn.

4. Click on ‘Add New’
5. Select the Phone Type from the drop-down list
   Note: Make certain to choose the option that says "UPenn Alert Student Mobile."

6. 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
7. Click Add
Adding 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 ‘Add New’ at the bottom of the section

4. Select the Relationship of your contact from the drop-down list
5. Choose disclosures (at least one must be YES):
   a. Disclose Academic information (grades, etc.)
   b. Disclose financial information (billing, etc.)
   c. Emergency Contact
   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
Adding 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 ‘Add New’ in the Address section
4. Select the Type of Address from the drop-down list (e.g. Permanent, Learning From)
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. Continue to enter address details
7. Click Add