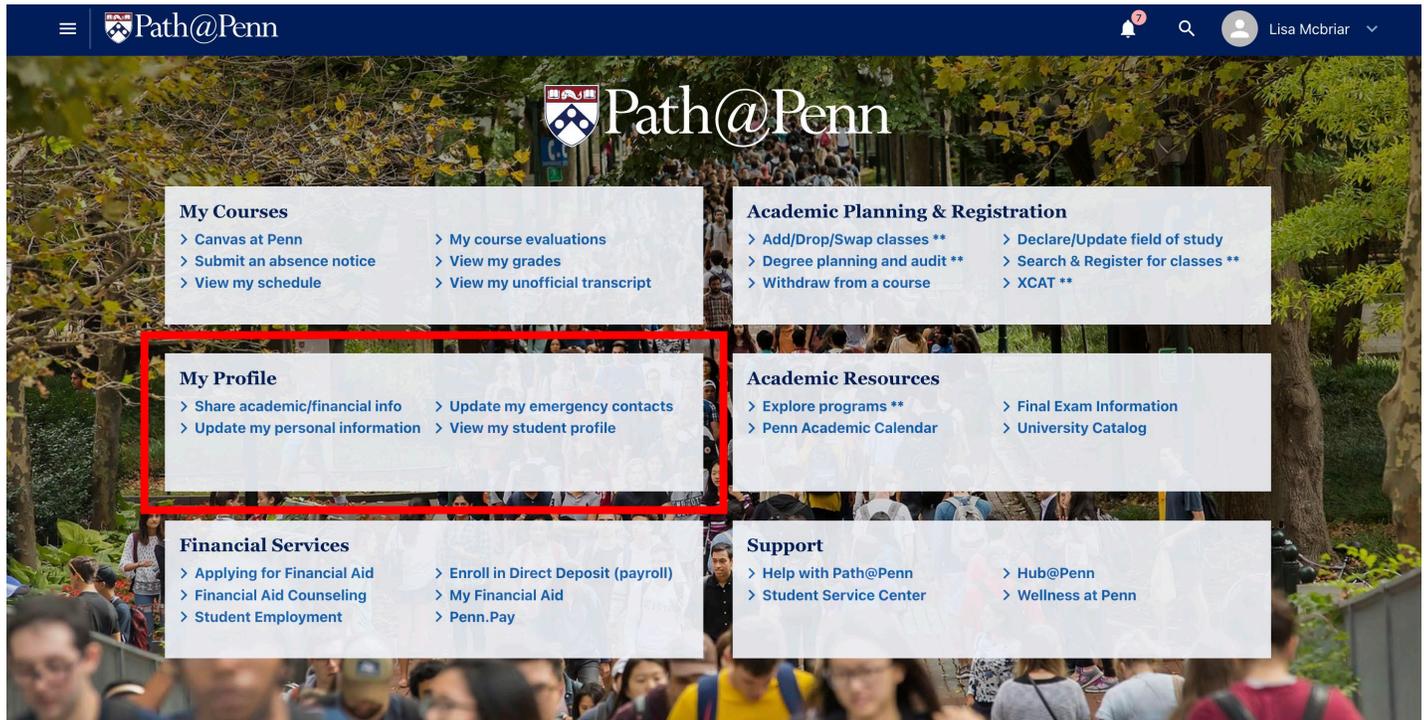**pennant**

It's easy to update general personal information, such as address, race or ethnicity, or emergency contacts using Path@Penn!

Update Address, Personal Pronoun, Race, Ethnicity Information

- From Path@Penn home page, click on **Update my personal information** under the **My Profile** section.

- Click on the Personal Information tab on the left.

- To **update existing personal information**, click on the **Edit** button (pencil icon) in the bottom left or top right of each section to make updates to pertinent information. Make the required updates and then click the **SAVE** button.

- To **add new or additional personal information**, click on the **Add New** (plus icon) in the top right of each section. Enter the new information. Required fields will have an asterisk after the field name. When complete, click the **SAVE** button.

NOTE: *Any fields that are greyed out cannot be updated Please refer to the **Update Critical Personal Information** quick reference guide for steps on how to submit those updates using **PathForms**.*

Update Emergency Contact Information

Students MUST have at least one emergency contact on file. There can be multiple contacts listed in the student's desired priority.

- From Path@Penn home page, click on **Update emergency contacts** under the **My Profile** section

- To **update an existing emergency contact**, click on the pencil icon to the left of the existing emergency contacts listed at the top of the page. Make the required updates and then click the **SAVE** button.

- To **create a new emergency contact,** click the Add New button. Enter the information for the new emergency contact. Required fields will have an asterisk after the field name. When complete, click the **SAVE** button.

NOTE: *Priority is blank if there is only one emergency contact. As you add additional contacts, the priority can be updated as needed.*