



YES User Guide: Update Contact Information

Students can make changes to contact information, including emergency contacts, via the Personal Information application in YES.

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Updating Contact Information

1. On the student landing page, click **Personal Information**.

Application Links

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2. The Personal Information application has three tabs: Student Addresses, Emergency Addresses, and Parental Addresses.
 - a. Student Addresses: Edit or add Permanent (Home) or Local (Mailing) addresses and Phone Numbers.

The screenshot displays the 'Student Addresses' tab of the Personal Information application. It features several sections for managing contact information:

- Vanderbilt Email:** Includes an 'Email:' field and an 'Edit' button.
- Campus Residence:** Includes an 'Address: Carmichael Towers III' field and an 'Edit' button.
- Permanent (Home) Address:** Includes an 'Address: 123 Main St, Nashville, TN 37203 USA' field and an 'Edit' button.
- Local (Mailing) Address:** Includes a 'None' field and an 'Add' button.
- Campus Box Address:** Includes an 'Address: PMB 12345, 2301 Vanderbilt Place, Nashville, TN 37235-4342 USA' field and an 'Edit' button.
- Phone Numbers:** Includes 'Mobile: 615/123-1111' and 'Home: 615/456-7890 (Primary)' fields, with an 'Edit' button.



- b. Emergency Addresses tab: Edit or delete Emergency Contact and Missing Person Contact information.

Student Addresses	Emergency Addresses	Parental Addresses
Emergency Contact		
Name: Mr. Commodore		
Relationship: Father		
Address: 123 Main St Nashville, TN 37203 USA		
Phones: 615/123-1111, 615/456-7890		
Email:		
Edit Delete		
Missing Person Contact		
Name: Mrs. Commodore		
Relationship: Mother		
Address: 123 Main St Nashville, TN 37203 USA		
Phones: 615/123-1111, 615/456-7890		
Email:		
Edit Delete		

Make any updates in the pop-up window and click Save.

Information Entry

Edit Address

Address:

City:

Country:

State:

Zip:

- c. Parental information can only be viewed on the Parental Addresses tab. To update this information, contact the Office of the University Registrar at registrar@vanderbilt.edu.
3. For assistance with international address changes, contact the Office of the University Registrar at registrar@vanderbilt.edu.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.