

To better serve you in the event of an emergency or any other important event, it is imperative that your contact information in PeopleSoft is correct. Please take a few minutes to verify that your addresses, emergency contact information, and home/work/cell telephone numbers are accurate in PeopleSoft. If you live locally while attending Iona please provide us with a local address in addition to your permanent home address.

#### Access PeopleSoft

- Open Internet Explorer
- In the Address box type in <http://www.iona.edu/peoplesoft>
- Enter your Computer ID in the User ID box and press the Tab key. Enter your Computer Password in the Password box. **Please remember your Computer ID and Password are case sensitive.**
- Click Sign In.

#### Access Student Center

- Click on Self Service
- Click on Student Center (Located on the top left corner of page)

#### View Your Address Information

- Scroll down to the Personal Information section and locate the Contact Information box.
- Click on Home Address
- If the address is incorrect, click on Edit. Type in your correct address. Please be sure to include City, State, and Postal. If you live in an apartment building, please include the apartment number at the end of your street address on the Address 1 line.
- Click OK
- Click Save
- Click OK

#### Add a Local/Dormitory Address

- From the main Student Center area scroll down to the Personal Information section and locate the Contact Information box.
- Click on Local/Dorm Address
- Add a New Address
- Type in your new Local/Dormitory Address. Again, please be sure to include Apartment #, City, State and Postal information.
- Click OK
- In the Address Type area, Check Local/Dormitory
- Click Save
- Click OK

#### View Your Phone Information

- From the main Student Center area scroll down to the Personal Information section and locate the Contact Information box.
- Click on Home Phone.
- If your Home Phone number is incorrect, please fill out a Student Information Update form available in the Registrar's Office.

- If you would like to add another phone number, click on Add a Phone Number.
- Select the Phone Type (Cellular, Dormitory) from the drop down list.
- Click in the Telephone area and type in the phone number including area code.
- Click Save
- Click OK

### **Add an Emergency Contact**

- From the main Student Center area scroll down to the Personal Information section.
- Click on Emergency Contact
- Add an Emergency Contact
- Type in the Contact person's name.
- Select the contact person's Relationship to you from the drop down menu.
- If the contact person lives at the same home address as you, click on Same Address as Individual and select the address type Home. If the Contact person has a different address, click on Edit Address in the Contact Address section. Type in the Contact person's address. Please be sure to include City, State, and Postal. If the contact person lives in an apartment building, please include the apartment number at the end of their street address on the Address 1 line. Click OK.
- If the contact person has the same Home phone number as you, click on Same Phone as Individual and select the phone type Home. If the Contact person has a different phone number, click in the box on the Phone area in the Contact Phone section. Type in the Contact person's phone number. Please be sure to include area code. Press the Tab key.
- If you would like to include a second phone number for your Emergency Contact person, click Add a Phone Number. Select the Phone Type (i.e. Cellular, Work) from the drop down list. Click in the Phone Number area and type in the phone number including area code. Press the Tab key.
- Click Save