How to Change Your Personal Information in PeopleSoft

Step 1. Go to the Iona College website, under Quick Links, click Online Services
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Step 2. Login with your Iona username and password
Step 3. Click on the link to your PeopleSoft account
Step 4. Click on Campus Personal Information under Self Service tab
Step 5. Click on Personal Data Summary
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Step 6: Personal Data Summary
You can view and edit your personal information here
Step 7: Edit your Addresses

The tab on the left, “addresses”, allows you to view and edit your Home address, and add a new address. To edit your address click edit.
Step 8: Change the information of your Address and click “OK” when you are done
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Step 9: Verify your Address Change

It will ask you to verify the changes you made to your address. You can also specify that this is your Home address under “Address Types”. Review them and click “Save”
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Step 10: Press “OK” to return to your Personal Data Summary Page
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Step 11: Change your phone number

Type in your phone number, choosing whether it is Home, Mobile, or Work. You may choose a preferred number if you have more than one number. To add another number click on “Add a Phone Number”. When you are done, press “Save”
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Step 12: Choose your Phone Type

Select whether your phone number is your Mobile, Home, or Dormitory phone. Then click “Save”
Step 13: Click “OK” to return to your Personal Data Summary
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Step 14: Changing personal email
You may add, delete, or change your personal email.
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Step 15: Add an Email Address
Click on “Add an Email Address” and input your personal email address. Then click “save.”
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Step 16: Press “OK” to return to your Personal Data Summary Page
Step 17: Adding Emergency Contacts

Your current emergency contacts will appear here. There will be one primary contact, who will be contacted first in case of an emergency. You may edit, delete, or add emergency contacts and their information.
Step 18: Adding an Emergency Contact

Type in the information of your Emergency Contact. Please include their Name, Address, and Phone Number.
Step 19: Adding an Emergency Contact
To choose the relationship of your Contact, scroll through the options provided to select the best definition of your relationship.
Step 20: Press “OK” to return to your Personal Data Summary Page