Manage Personal Information

Personal Information in LOCUS:
Name (Preferred Name can be added, Primary Name cannot be edited)
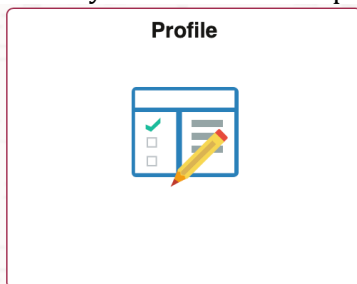**Email** (Cannot be edited)
Phone (Cell, Local, or Work Phone can be added)
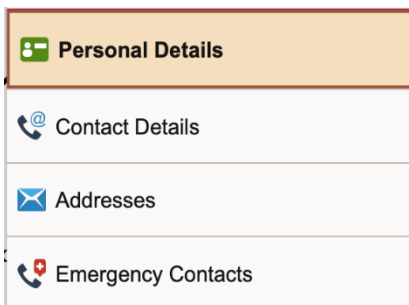**Addresses** (Mailing, Permanent, or Local Off Campus Address can be added)
Emergency Contacts (Multiple Emergency Contacts can be added, but only 1 is required)

To update your Personal Information in LOCUS:
Access your Student Homepage and click on the "**Profile**" tile:

On the left hand menu you will see the following:

Personal Details
This is where you can add a Preferred Name

Contact Details
You can Add a CELL, LOCAL or WORK number

Addresses
You can add a MAILING, PERMANENT, or LOCAL OFF CAMPUS Address.
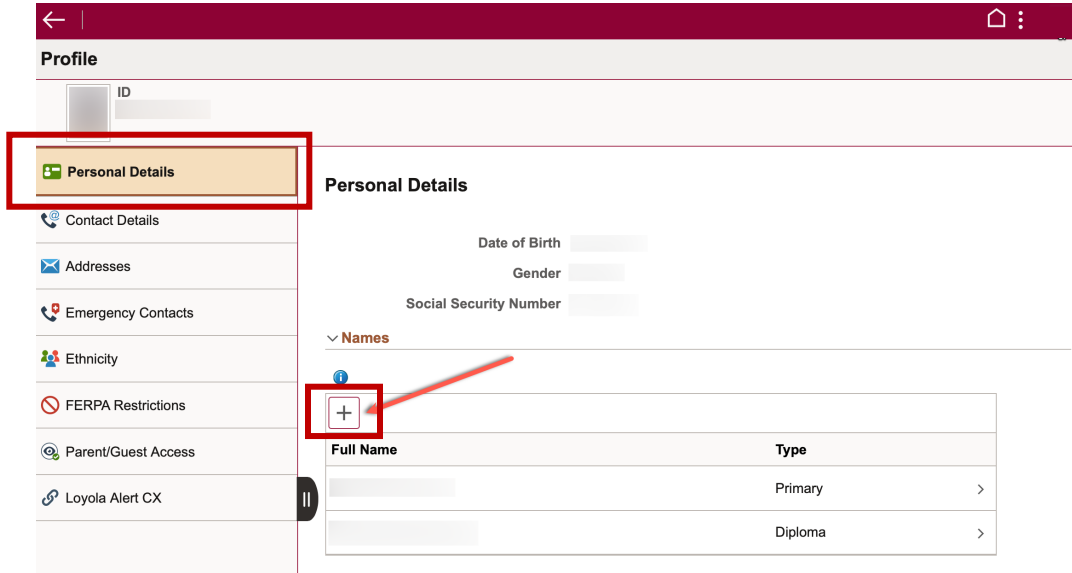Campus Addresses are automatically brought into LOCUS and cannot be edited
Diploma Addresses are added when you apply for graduation

Emergency Contacts
You can enter one or multiple Emergency Contacts (EC), with the option to tag 1 as your preferred EC.

To Add a Preferred Name:

1.) Click on the "**Personal Details"** menu option and then click on the **PLUS SIGN**

2.) You will see the next screen below, notice how the Type by default is Preferred.
Read the text related to Preferred Name and enter the required fields of First Name and Last Name.

3.) Click **SAVE**

Manage Personal Information
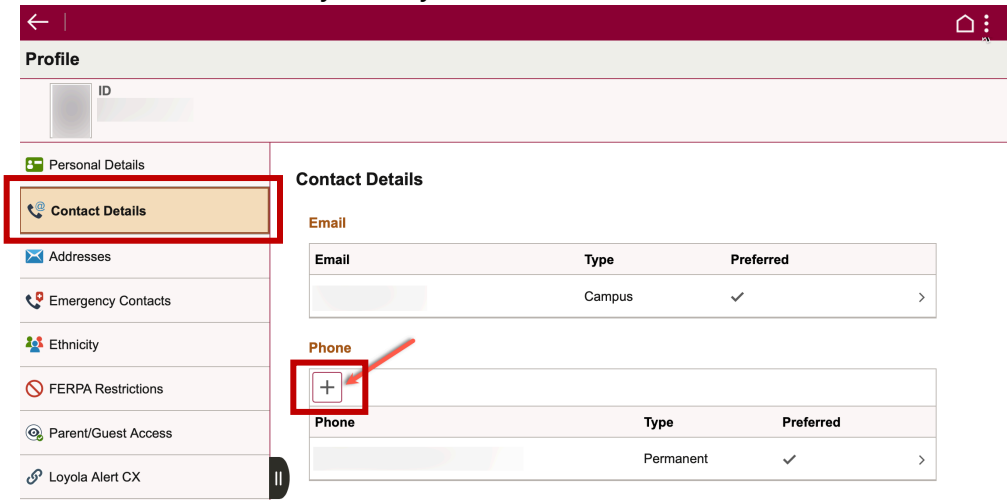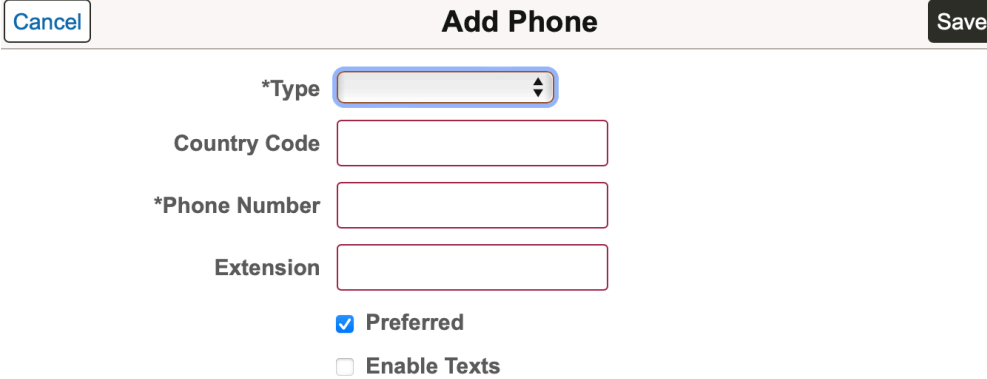
To Add a New Phone Number:

1.) Click on the "**Contact Details**" menu option and then click the **PLUS SIGN**

   NOTE: If no Phone exists you will see the [Add Phone] button.

   If a Phone already exists you will see the [+] icon.

2.) When you click on the **Plus Sign,** You will See the Following Screen

When you select the **TYPE** dropdown you should see the **CELLULAR, LOCAL, or WORK** options. Select the type of number you would like to add

Add the Phone Number in the following format: **1234567890**
When you click SAVE the format will be inherited: **123/456-7890**

Make sure to select the Preferred flag if the new number type you are adding is your preferred number.
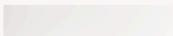
Manage Personal Information

To Add a New Address:

Click on the "**Addresses**" menu option and then click on the **PLUS SIGN** under the address type you want to add.

NOTE: If no address exists you will see the [Add Mailing Address] button.

     If an address already exists you will see the [+] icon.

Profile

	ID

Addresses ⓘ

Mailing Address

No address defined

[Add Mailing Address]

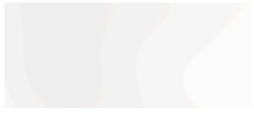**Campus Address**

No address defined

Permanent Address

[+]

Address	From
	Current ›

Local Off-Campus Address

[+]

Address	From
	Current ›

                Manage Personal Information

To Add an Emergency Contact

1.) Click on the "**Emergency Contact**" menu option

NOTE: If no Emergency Contact exists you will see the [Add Contact] button.

If an Emergency Contact already exists you will see the [+] icon.

2.) When you click on the **PLUS SIGN** you will see the following screen:

Add a Name

Relationship Check Boxes:
Preferred – If you have more than one emergency contact listed, one is required to be selected as "Preferred" and this person will be the Primary Contact
Missing Person Flag – Used in the event you are missing for more than 24 hours.
Emergency Contact Flag – Utilized in the event of an emergency.

Add the Phone Number in the following format: **1234567890**

Other Phone Numbers (Follow the instructions for ***Add a New Phone Number***)

Contact Address (Follow the instructions for ***Add a New Address***)

3.) Click **SAVE**