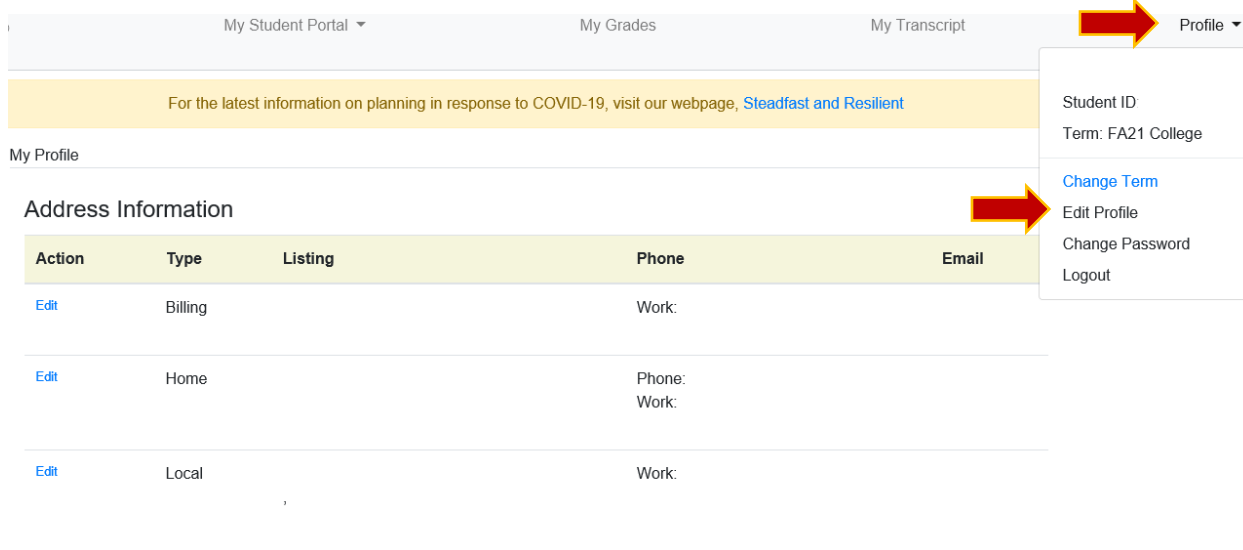


How to Update Contact Information

- 1) Log in to your student portal using your SMU ID and password. Toward the top of the portal, click on "**Profile > Edit Profile.**"



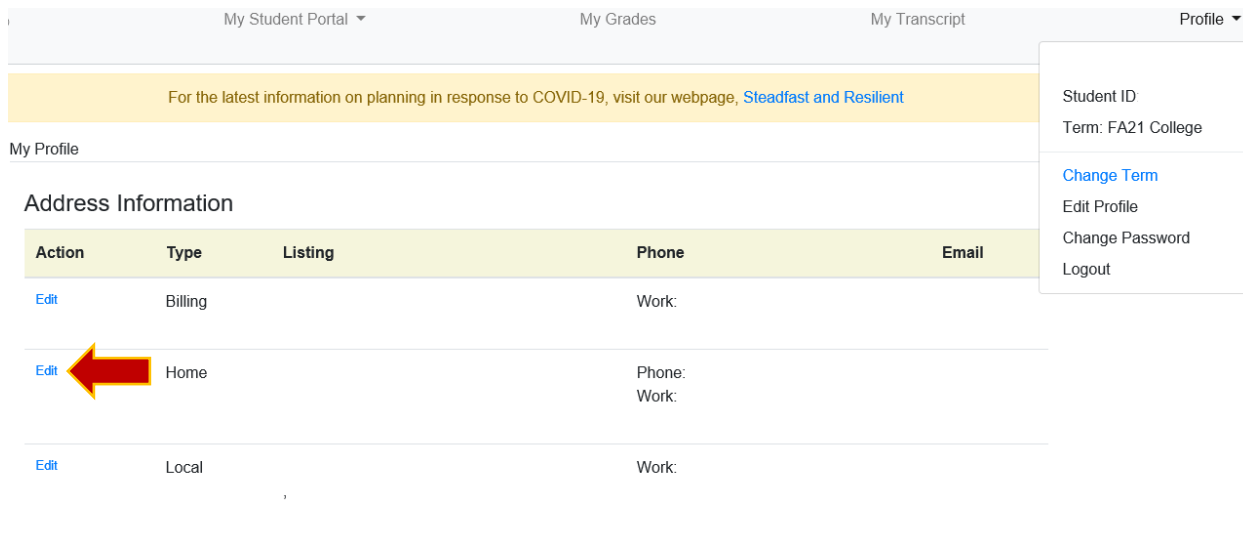
The screenshot shows the top navigation bar with "My Student Portal", "My Grades", "My Transcript", and "Profile". A red arrow points to the "Profile" dropdown menu, which is open and shows options: "Student ID", "Term: FA21 College", "Change Term", "Edit Profile", "Change Password", and "Logout". Another red arrow points to the "Edit Profile" option in the dropdown menu.

My Profile

Address Information

Action	Type	Listing	Phone	Email
Edit	Billing		Work:	
Edit	Home		Phone: Work:	
Edit	Local		Work:	

- 2) Update or check that the correct contact information is listed. Click the blue edit button to make corrections to your address, phone number, or email.



The screenshot is identical to the one above, but a red arrow points to the "Edit" button in the "Home" row of the "Address Information" table.

My Profile

Address Information

Action	Type	Listing	Phone	Email
Edit	Billing		Work:	
Edit	Home		Phone: Work:	
Edit	Local		Work:	

If you have any questions, visit Cardinal Central in lower Saint Mary's Hall. You may also email us at cardinalcentral@smumn.edu or call 507-457-6655.

