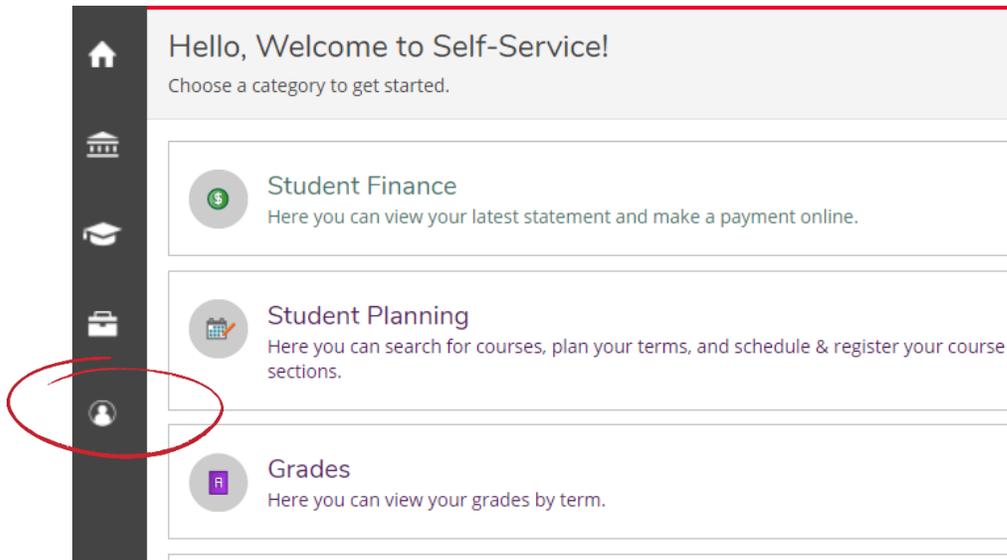


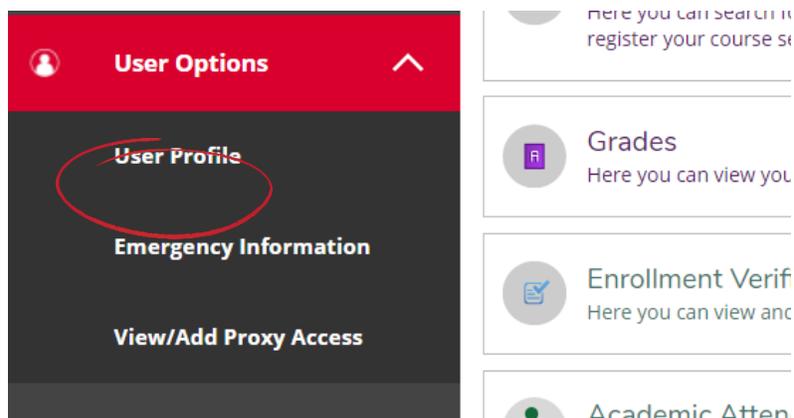
UPDATING CURRENT STUDENT PROFILE INFORMATION

Registrar's Office | kscregistrar@keene.edu

1. Go to Self Service (MyKSC > Course Registration)
2. Choose User Options located under the person icon in the left menu:

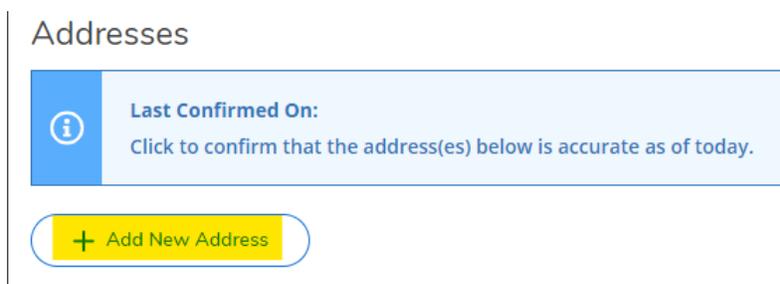


3. Choose User Profile



Updating your Address:

1. Choose +Add New Address



2. Add address details:

Enter Address Details ✕

Outside US/Canada

Address Line 1 *

Address Line 2

City *

State/Province *

ZIP/Postal Code *

Type

Tips: How do you know if your address is home or local (under “Type”)? If you’re a commuter student, your local and home address would be the same address. If you have two different addresses, your home address would be considered your permanent address. For most students their local address would be where you live during the academic year and your home address is where you live when school is not in session.

You'll also notice that your preferred address is indicated:

Address	Type	Preferred
	Home	✓
	Home Address Web	

Your preferred address is where your mail will go. If you need to update that information, please email kscregistrar@keene.edu

3. Once you've updated your address, please confirm.

Addresses

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today.

Updating your email addresses:

1. Choose + Add New Email

Email Addresses

 **Last Confirmed On:**
Click to confirm that the email(s) below is accurate as of today.



2. Enter email and identify the email as your personal email or your work email.

Enter Email Details ✕

Email Address *

Type

External Person Email ▼

Cancel Add Email

Tip: You'll notice preferred is also showing here. You cannot identify a preferred email – your ksc.keene.edu email address defaults as your preferred email and where all official KSC email will be sent.

Updating your phone numbers:

1. Choose + Add New Phone

Phone Numbers

 **Last Confirmed On:**
Click to confirm that the phone(s) below is accurate as of today.



2. Enter phone number and identify the number as your home or cell number.

Enter Phone Details ✕

Phone Number *

Extension

Type

Cancel Add Phone

Tip: If you have a number already listed that is either no longer your number or there is a typo in the number, you can choose to edit or delete:

Type	
Home Phone	