Personal Information
Get familiar with navigating the new Personal Information application

How To Access This Application

Tab
Choose the Personal Information tab on ASAP

New Link
Click here to be taken to the upgraded Personal Information application.

Recent Updates

2023-2024 Financial Aid
The "award offer" tab is currently available while the Office of Financial Aid and Scholarships work on offering current students 2023-2024 financial aid. Students will receive an email once financial aid has been offered and the tab becomes available.

Personal Information (Upgraded)
New look and feel to update and view your contact information.

Previous ASAP upgrades are listed below. Details at onestop.utsa/asap.

Student Profile (New)
Registration (Upgraded)
Financial Aid & Scholarships (Upgraded)
DegreeWorks (Upgraded)

UTSA Email Policy
All emails from UTSA will be sent to your university issued @my.utsa.edu email address. Check your inbox daily.

Important Privacy Information
Please go here for important information on keeping your PC secure from computer worms and viruses.
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My Profile Homescreeen

Personal Information
You can view and update your personal information such as addresses, emergency contact and more.
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Personal Information Homescreen

**View Email**
Here you can view your UTSA Email and others associated with your account. You can only add a “Home Email” in this section by clicking on “Add New” where you will be prompted to add your email.

**Don’t forget** - You should check your UTSA Email often as this is how we will communicate with you!

**View Personal Details**
In this section you can view general information, but cannot make any changes. If you want to update your Preferred First Name or Marital Status, please navigate to the original application (Personal Information tab) on ASAP.

**Navigate to the Original Application on ASAP**
To navigate back to original application on ASAP, click on the 4-square icon, select “Banner” and then choose the area you want to visit.
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**Personal Information Homescreen**

Two icons will appear if you’re able to edit or delete part of your personal information. Click the pencil icon to “Edit” the information. Click on the trash can icon to “Delete” the information.

**View Phone Numbers & Addresses**
You can view phone numbers and addresses associated with your account. Click on “Add New” where you will be prompted to select the type and input information.

**Note:** If you want to update your Cell Phone, please navigate to the original application (Personal Information tab) on ASAP.
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Personal Information Homescreen

Ethnicity & Race
The information in this section is based on a prompt shown in the original application on ASAP and cannot be updated once submitted. If you prefer not to answer, please select “No answer” before submitting.

Add, View & Update Emergency Contact
You can view your emergency contact associated with your account. Click on “Add New” where you will be prompted to select the type and input information.

Click the pencil icon to “Edit” the information. Click on the trash can icon to “Delete” the contact.

Answer a Survey
Surveys will now be completed through this link.