Personal Information
Get familiar with navigating the new Personal Information application

How To Access This Application

Under the Quick Launch Card on the Homepage
Click on the “App > Personal Information” to be taken to the application.
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**Personal Information Homescreen**

*Upgraded*

**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!

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

**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 the Classic View.
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Personal Information Homescreen

**Upgraded**

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) in Classic View.

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**Are you sure you want to delete the selected telephone number?**

[Cancel] [Delete]
**Upgraded**

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#### Personal Information Homescreen

<table>
<thead>
<tr>
<th>Add, View &amp; Update Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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</table>

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the pencil icon to “Edit” the information. Click on the trash can icon to “Delete” the contact.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Ethnicity &amp; Race</th>
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</thead>
<tbody>
<tr>
<td>The information in this section is based on a prompt shown in the original application on the Classic View and cannot be updated once submitted. If you prefer not to answer, please select “No answer” before submitting.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Answer a Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surveys will now be completed through this link.</td>
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