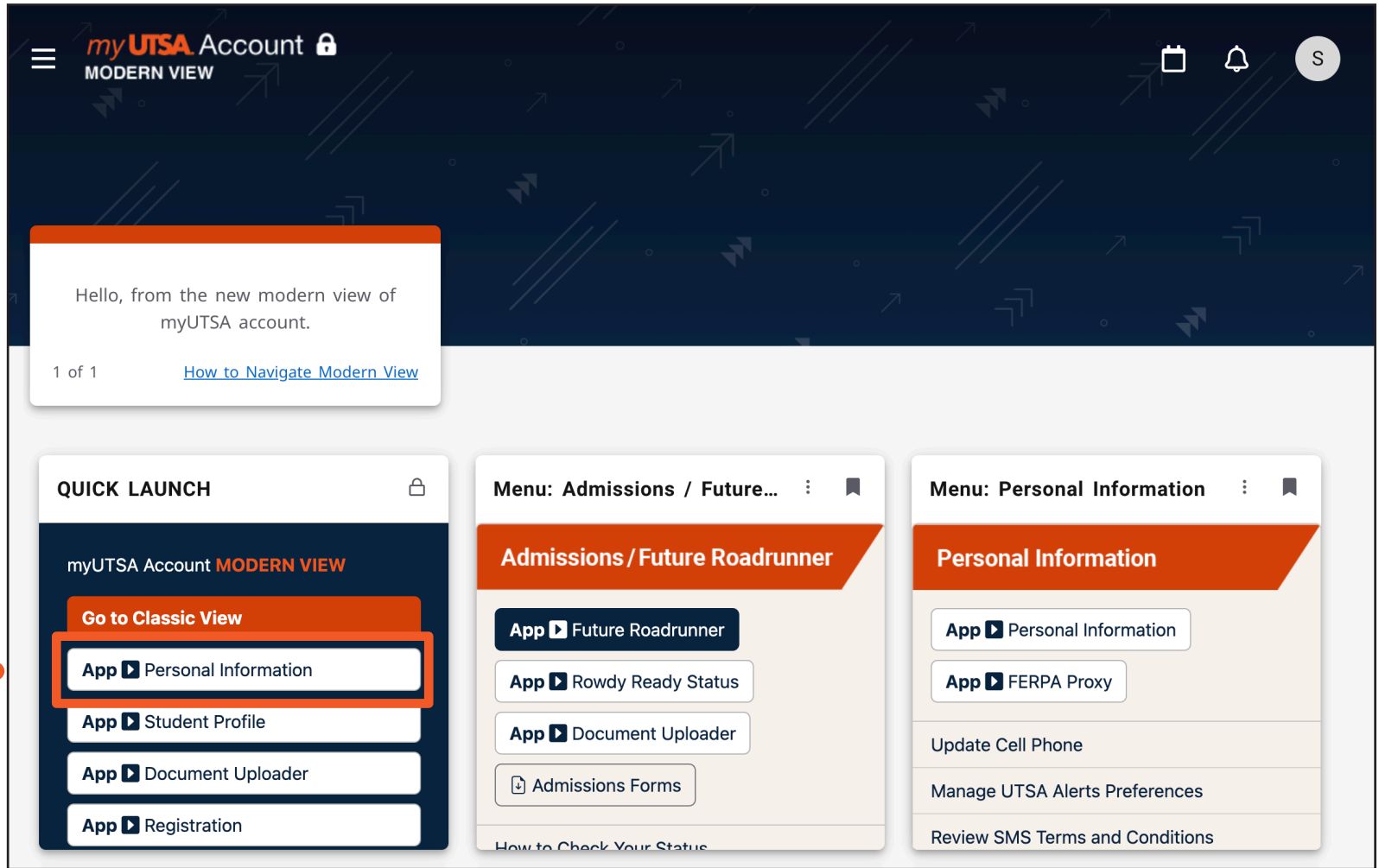


Upgraded Personal Information

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 take to the application.

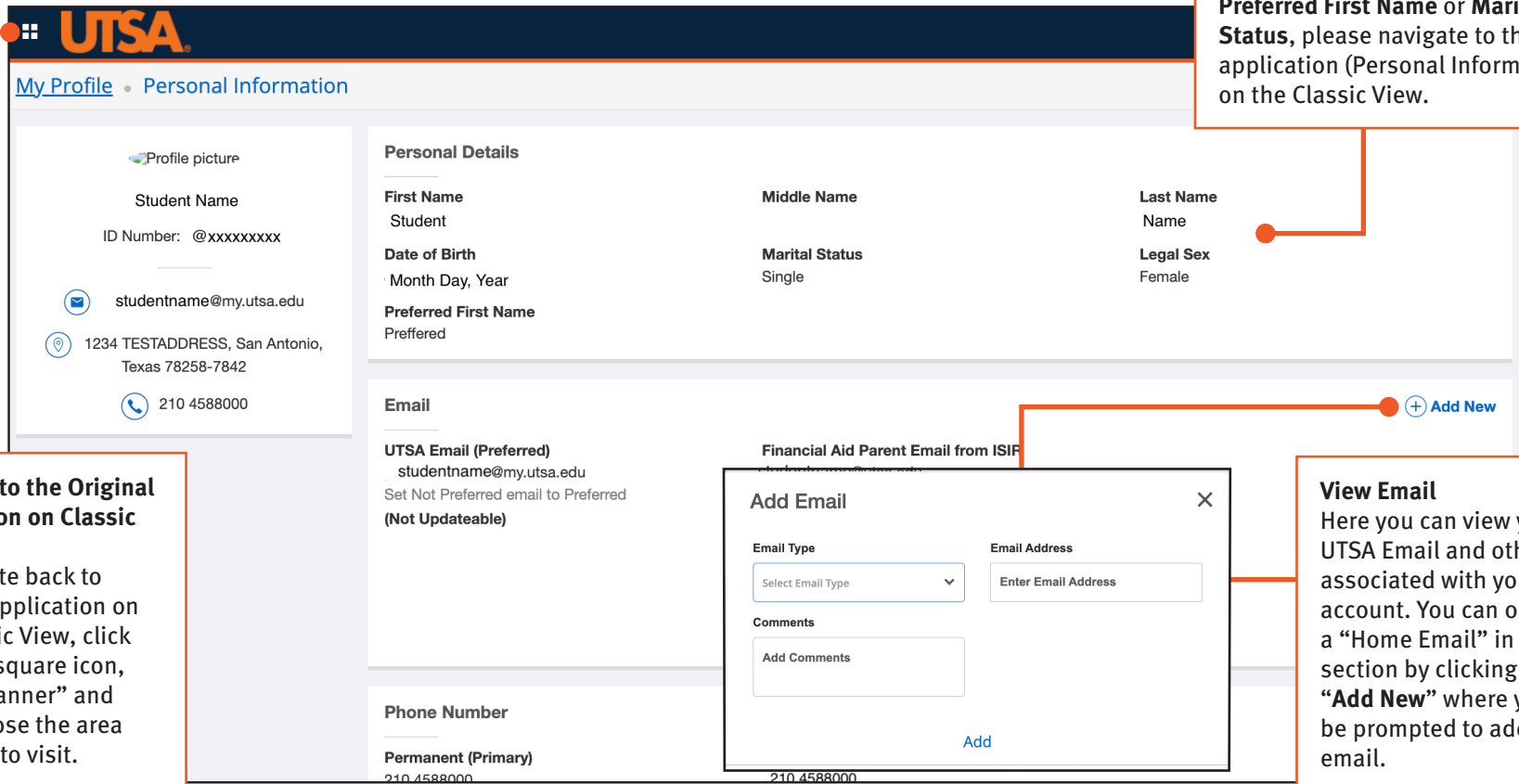


Upgraded

Personal Information

Get familiar with navigating the new Personal Information application

Personal Information Homescreen



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.

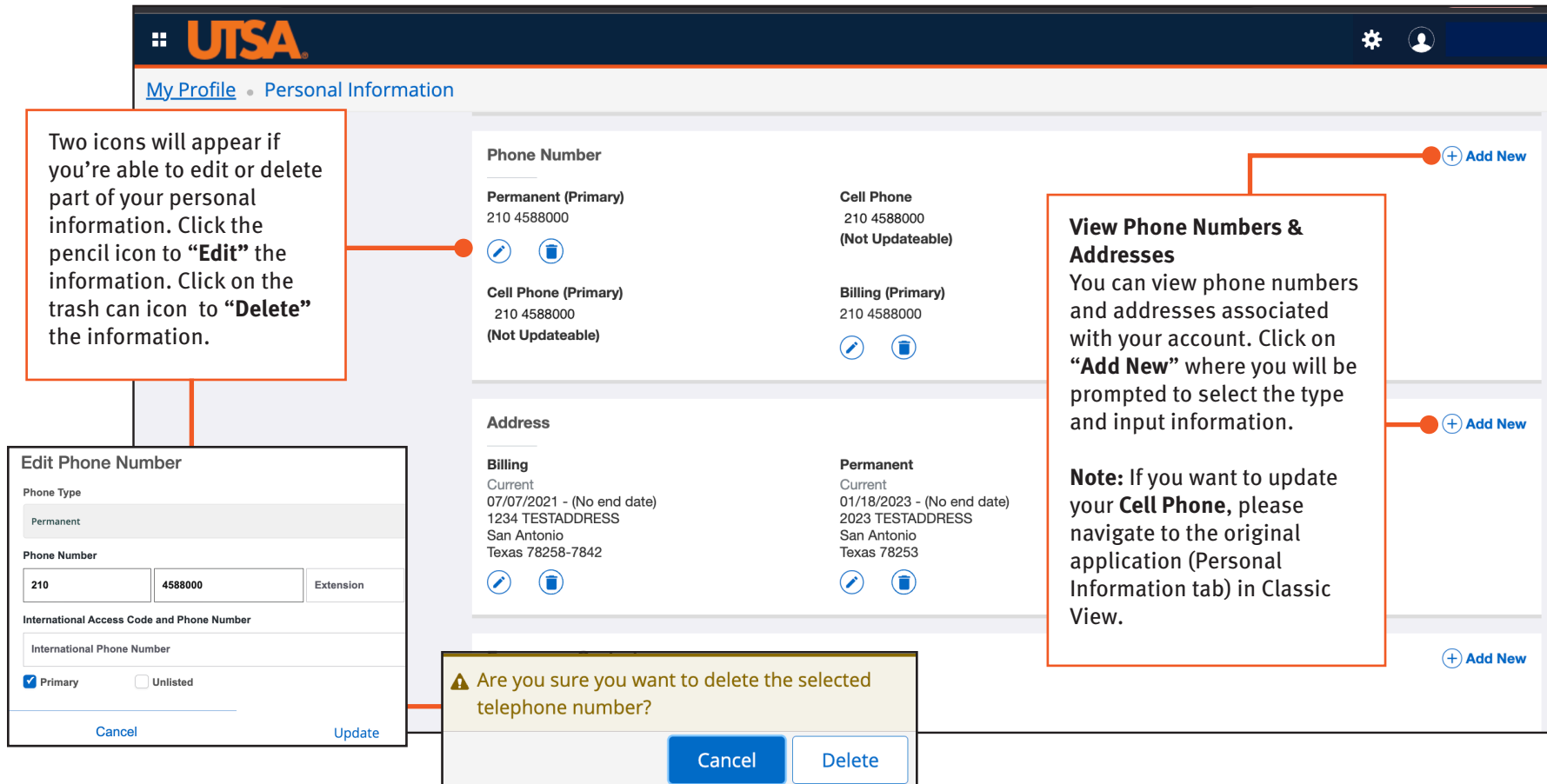
Navigate to the Original Application on Classic View
To navigate back to original application on the Classic View, click on the 4-square icon, select "Banner" and then choose the area you want to visit.

View 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!

Upgraded Personal Information

Get familiar with navigating the new Personal Information application

Personal Information Homescreen



The screenshot shows the 'Personal Information' section of the myUTSA account. It features a header with the UTSA logo and navigation links for 'My Profile' and 'Personal Information'. The main content area is divided into sections for 'Phone Number' and 'Address'. Each section lists existing information with edit (pencil) and delete (trash can) icons. An 'Add New' button is present at the end of each section. A callout box explains that the pencil icon is used to 'Edit' and the trash can icon is used to 'Delete'. Another callout box provides instructions on how to view and add phone numbers and addresses. A third callout box shows a confirmation dialog with the message 'Are you sure you want to delete the selected telephone number?' and 'Cancel' and 'Delete' buttons. A fourth callout box shows the 'Edit Phone Number' form, which includes fields for phone type, number, and extension, as well as checkboxes for 'Primary' and 'Unlisted'.

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.

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

Cancel Delete

Edit Phone Number

Phone Type
Permanent

Phone Number
210 4588000 Extension

International Access Code and Phone Number
International Phone Number

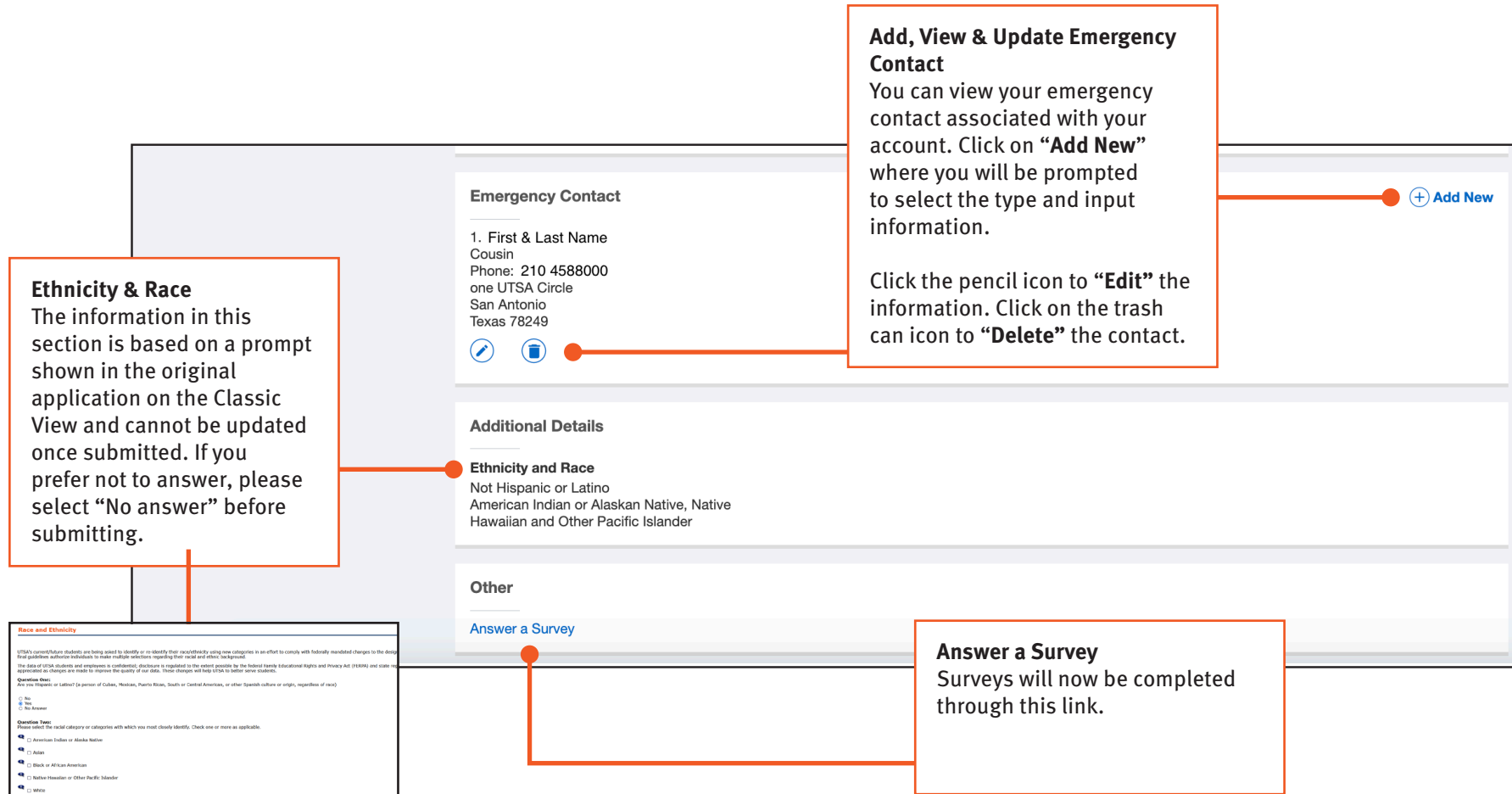
Primary Unlisted

Cancel Update

Upgraded Personal Information

Get familiar with navigating the new Personal Information application

Personal Information Homescreen



The screenshot shows the 'Personal Information' application interface. It is divided into several sections: 'Emergency Contact', 'Additional Details', and 'Other'. The 'Emergency Contact' section lists a contact named 'Cousin' with phone number '210 4588000' and address 'one UTSA Circle, San Antonio, Texas 78249'. Below this are icons for 'Add New', 'Edit', and 'Delete'. The 'Additional Details' section includes 'Ethnicity and Race' with options like 'Not Hispanic or Latino', 'American Indian or Alaskan Native', and 'Native Hawaiian and Other Pacific Islander'. The 'Other' section has a link to 'Answer a Survey'. A callout box explains that the 'Race and Ethnicity' information is based on a prompt from the original application and cannot be updated. Another callout box explains the 'Add, View & Update Emergency Contact' functionality, including the 'Add New', 'Edit', and 'Delete' actions. A third callout box explains that surveys will now be completed through a specific link.

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.

Ethnicity & Race
 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.

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

Race and Ethnicity

UTSA's current/planned students are being asked to identify or re-identify their race/ethnicity using new categories in an effort to comply with federally mandated changes to the design and questions within institutions to make multiple selections regarding their race and ethnic background.

The data of UTSA students and employees is confidential; disclosure is regulated to the extent possible by the federal Family Educational Rights and Privacy Act (FERPA) and state or applicable changes are made to improve the quality of our data. These changes will help UTSA to better serve students.

Question One:
 Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

No
 Yes
 No Answer

Question Two:
 Please select the racial category or categories with which you most closely identify. Check one or more as applicable.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White