PERSONAL INFORMATION UPDATE

CONTACT: records@morgan.edu

PURPOSE: This form is used to update your name, date of birth, permanent address, and/or social security number in Morgan State University's system.

PROCESSING TIME: 1-3 Business days

REQUIREMENTS:
- Date of Birth — birth certificate & valid government-issued photo ID
- Social Security Number — social security card & valid government-issued photo ID
- Name — 2 of the following: marriage license, social security card, divorce papers, legal name change, passport, valid government-issued photo ID, & birth certificate.
- Permanent Address — valid government-issued photo ID

ADVISEMENT:
- Address changes will <u>not</u> change your residency status for tuition purposes. For information regarding residency, please refer to the university's webpage on [residency](#).
- ***To update your phone number, mailing/billing address, preferred name, and emergency contact, please log in to Student Self-Service (Websis).

STEPS

1) From the "Online Forms" page, click the name of the form to begin. A window will open.

   1A. Enter your name and email address in the field. Click "Begin Signing"

   1B. Enter your student ID # & the date.

2) Select the information you need.

   2A. Please check the appropriate boxes for the information you are updating.

   2B. Based on your selection, attach the required documentation using the icon that generated.

   2C. Based on your selection, fields will turn red under "Updated Information". Complete the fields and sign the form.

   2D. Select "Finish". The window will automatically close if all information has been entered correctly.

***To update your phone number, preferred name, emergency contact, and mailing/billing address use Self-Service (Websis) Click the menu in the top-left corner.

3) The form will automatically route to The Office of the Registrar for processing. You will receive an email once the form has been completed. If you are an active student, you will be able to verify any changes in Self-Service (Websis).

How to Update Personal Information in Student Self Service

TIP

To update your **legal name**, **birthdate**, or **social security number,** or **permanent address**, you must compete a Personal Information Update form. The form can be found on the Office of the Registrar's webpage under "Online Forms".

1 Select the menu in the top-left corner by clicking on the four squares (waffle) . Select "Banner". Select "Personal Information".
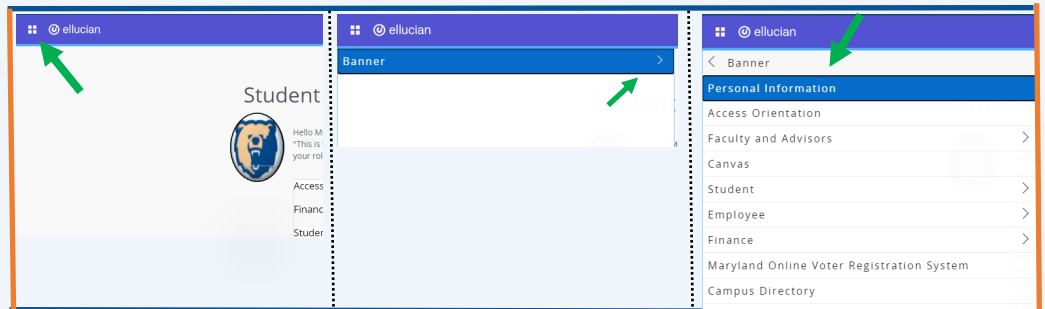
2 To edit your **preferred name**, **personal pronoun**, **gender identity**, and/or **marital status,** click "EDIT" in the first section. Enter information and click "UPDATE".

3 To edit your **phone number**, click "EDIT" or "ADD NEW" in the third section. Enter information and click "UPDATE" or "ADD".

4 To edit your **mailing or billing address**, click "EDIT" or "ADD NEW" in the fourth section. Enter information and click "UPDATE" or "ADD".

5 To edit your **emergency contact** click "EDIT" or "ADD NEW" in the fifth section. Enter information and click "UPDATE" or "ADD".