The University of New Orleans
Web-STAR (PeopleSoft Campus Solutions v 9.0):
View/Update Personal Information
Update/View Personal Information

Participate Objectives

at the end of this aid, you will be able to………

1. Update/View Personal Information
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Navigation to Web-Star

Step 1. Navigate to the UNO Home Page: http://www.uno.edu/

Step 2. Select the Current Students link.

Step 3. Select the Web-Star logo.
Step 4. Select the **Students** link.

Step 5. Enter your UNO username and password. **Note:** Your user name and password is the same username and password used to login to your email, or blackboard class.
Personal Information
The Student Center Personal Information section provides links to your Emergency Contact, names (display only), Address, Phone and email information. All of the links can be updated by you with the exception of the names link. If it is necessary to change your name, you will need to bring the appropriate legal supporting documents to the registrar’s office. Note: All electronic communications will be sent to your UNO email address.

Step 1. To change your Address, Phone number, or to add an additional email address select the appropriate link, or select the drop down list in the Personal Information section. Note: In this example, we will select the Home Address but each link will function the same.
Step 2. All address that exist will appear.

Step 3. Click the edit button to modify the address.

Step 4. Update the selected address and click the OK button.
Step 5. Verify your address information and click the **Save** button.

Step 6. Select the **Return to Current Address** link to return to the address page.

**Addresses**

**Change Address**

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

**Change Address**

Ali Gator Lane  
New Orleans, LA 70122  
Orleans

Date changes will take effect: 01/30/2011  
(example: 12/31/2000)

**Address Types**

- Home
- Mail
- Business
- Check
- Dorm
- Legal
- Campus
- Other
- Billing
- Other 2
- Permanent
- Preferred
- Veteran
- SEVIS For
- Other
- SEVIS Phys
- Work
- Other 2