

# The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

View/Update Personal Information



THE UNIVERSITY *of*  
NEW ORLEANS



# Update/View Personal Information

- Participate** at the end of this aid, you will be able to.....  
**Objectives**
1. Update/View Personal Information

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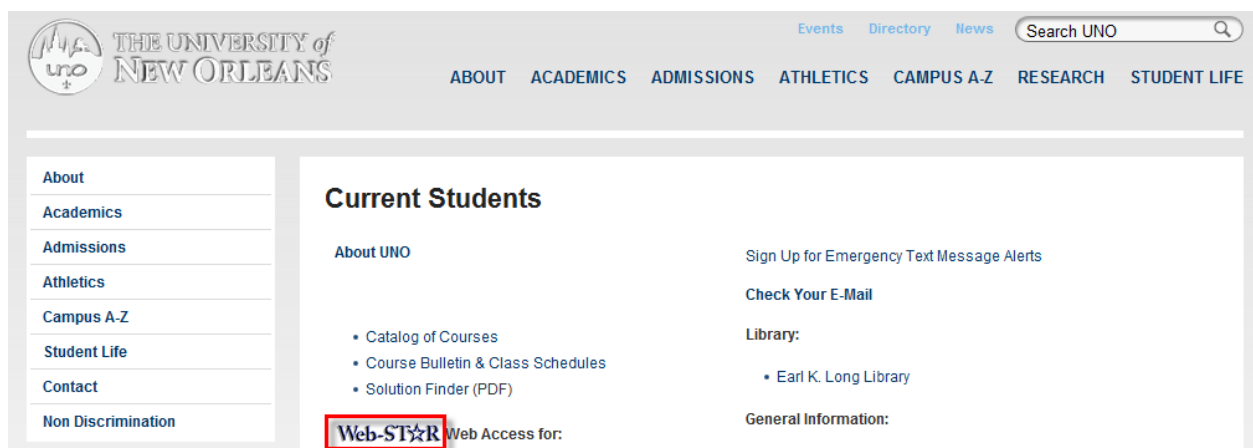
Update/View Personal Information

## Navigation to Web-STAR

<b>Step 1.</b>	Navigate to the UNO Home Page: <a href="http://www.uno.edu/">http://www.uno.edu/</a>
<b>Step 2.</b>	Select the <b>Current Students</b> link.



<b>Step 3.</b>	Select the  logo.
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Update/View Personal Information

**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.

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PEOPLESOFT ENTERPRISE

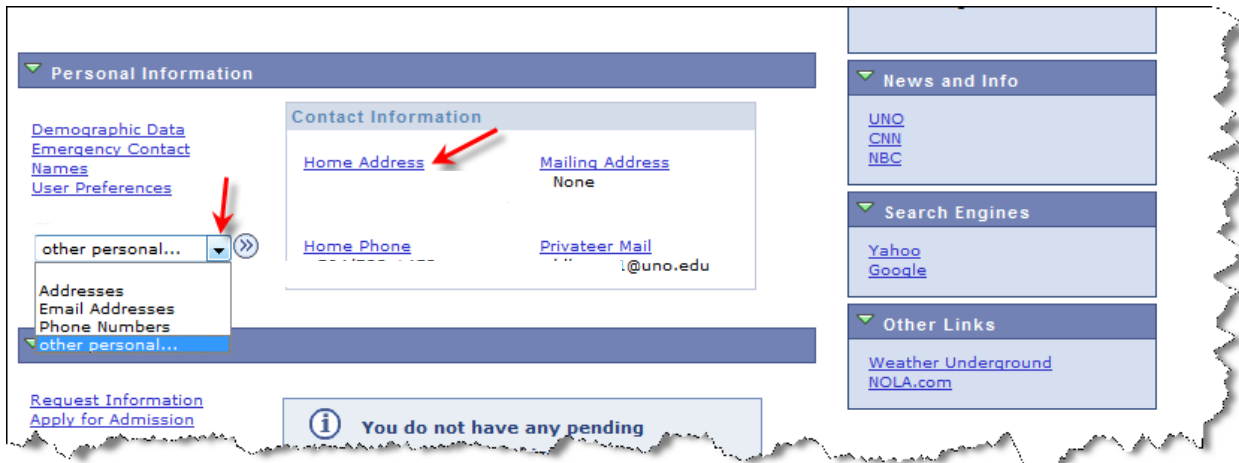
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p><a href="#">Set Trace Flags</a></p>	<p><b>Select a Language:</b></p> <table border="0"> <tr> <td><a href="#">English</a></td> <td><a href="#">Español</a></td> </tr> <tr> <td><a href="#">Dansk</a></td> <td><a href="#">Deutsch</a></td> </tr> <tr> <td><a href="#">Français</a></td> <td><a href="#">Français du Canada</a></td> </tr> <tr> <td><a href="#">Italiano</a></td> <td><a href="#">Magyar</a></td> </tr> <tr> <td><a href="#">Nederlands</a></td> <td><a href="#">Norsk</a></td> </tr> <tr> <td><a href="#">Polski</a></td> <td><a href="#">Português</a></td> </tr> <tr> <td><a href="#">Suomi</a></td> <td><a href="#">Svenska</a></td> </tr> <tr> <td><a href="#">Čeština</a></td> <td><a href="#">日本語</a></td> </tr> <tr> <td><a href="#">한국어</a></td> <td><a href="#">Русский</a></td> </tr> <tr> <td><a href="#">ไทย</a></td> <td><a href="#">简体中文</a></td> </tr> <tr> <td><a href="#">繁體中文</a></td> <td><a href="#">العربية</a></td> </tr> <tr> <td><a href="#">UK English</a></td> <td></td> </tr> </table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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Update/View Personal Information

**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.



Update/View Personal Information

<b>Step 2.</b>	All address that exist will appear.
<b>Step 3.</b>	Click the <b>edit</b> button to modify the address.

[Personal Information](#) | [Security](#)  
[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [emergency contacts](#) | [demographic information](#) | [ethnicity](#) | [ethnicity](#)

**Addresses**

View, add, change or delete an address.

Address Type	Address	
Home	New Orleans, LA 70122 Orleans	<b>edit</b>

**ADD A NEW ADDRESS**

[Personal Information](#) | [Security](#)  
[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#) | [Ethnicity](#)

go to ...

<b>Step 4.</b>	Update the selected address and click the <b>OK</b> button.
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Favorites | Main Menu > Self Service > Student Center

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Louisiana Postal:

County:

**OK**

Update/View Personal Information

<b>Step 5.</b>	Verify your address information and click the <b>Save</b> button.
<b>Step 6.</b>	Select the <b>Return to Current Address</b> link to return to the address page.

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Favorites Main Menu > Self Service > Student Center

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	Address Types
<p><b>Ali Gator Lane</b>  <b>New Orleans, LA 70122</b>  <b>Orleans</b></p> <p><a href="#">Edit Address</a></p> <p>Date changes will take effect <input type="text" value="01/30/2011"/> (example: 12/31/2000)</p> <p><b>SAVE</b></p> <p><a href="#">Return to Current Addresses</a></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Home</li> <li><input type="checkbox"/> Mail</li> <li><input type="checkbox"/> Business</li> <li><input type="checkbox"/> Check</li> <li><input type="checkbox"/> Dorm</li> <li><input type="checkbox"/> Legal</li> <li><input type="checkbox"/> Campus</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Billing</li> <li><input type="checkbox"/> Other 2</li> <li><input type="checkbox"/> Permanent</li> <li><input type="checkbox"/> Preferred</li> <li><input type="checkbox"/> Veteran</li> <li><input type="checkbox"/> SEVIS For</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> SEVIS Phys</li> <li><input type="checkbox"/> Work</li> <li><input type="checkbox"/> Other 2</li> </ul>