REVIEWING PERSONAL INFORMATION

1. Login to the MyUTRGV student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser:

2. Select the Application ASSIST.

3. Select Student Self Service.

4. Click on Student Profile.

5. The Student Profile landing page is displayed.
6. Click on **Personal Information**

7. In the Personal Information landing page, you will be able to edit/add Personal details, Email, Phone number, Address, Emergency contact, and Additional details.

   a. To edit your personal details, click on **Edit**.
b. To add a new email, click on **Add New**.

![Email Form]

To add a new phone number, click **Add New**, to edit click the **Pencil icon**, or to delete click the **trash can icon**.

![Phone Number Form]

to delete click the **trash can icon**.

To add a new address, click on **Add New**, to edit click on the **Pencil icon**, or to delete click the **trash can icon**.

![Address Form]

e. To add a new emergency contact, click on **Add New**, to edit click on the **Pencil icon**, or to delete click on the **trash can icon**.

![Emergency Contact Form]

To edit additional details, click on the **Pencil icon**.

![Additional Details Form]