UPDATING YOUR INFORMATION IN COLLEAGUE SELF-SERVICE

To update your emergency contact and personal information:

- 1. Go to Colleague <u>Self-Service</u> and log in.
- 2. On the left side of the screen, click User Options (the person icon)



For Emergency Contact

- 1. Click "Emergency Information"
- 2. Add your Emergency Contact
- 3. Please be sure to press the "Confirm" button so we know this information is still accurate. Make sure to update and confirm this whenever this information changes.

For Personal Information (Address, Email, and Phone Number):

- 1. Click "User Profile"
- 2. If your address is **NOT** from the US or Canada, please check the box **BEFORE** filling out your information.



- 3. Add your address, email address, and phone number.
- 4. Please be sure to press the "Confirm" button so we know this information is still accurate. Make sure to update and confirm this whenever this information changes.

5.

STEP BY STEP INSTRUCTIONS:

If you need step by step screenshots, the instructions are divided into each category:

- <u>Emergency Contact</u>
- Address
- Email Address
- Phone Number

Please click on the category you are interested in to view the instructions.

UPDATING YOUR EMERGENCY CONTACT

- Log into your Colleague Self-Service Account
- When you are logged in, your screen will automatically load your home screen.
- On the far-left side, there is a black bar that includes several icons. To update your Emergency Contact, click on the icon that looks like a person. This is labeled as "User Options." Clicking this will expand your selections.

≡			A hsimpson (→ Sign out	⑦ Help
A	Home	Test Self-Service.		
ŧ	Financial Information 🗸	Hello, Welcome to Colleague Self-Service! Choose a category to get started.		
۲	Academics V	Student-Finance Financial	l Aid	
3	User Options	Here you can view your latest statement and make a payment online.	n access financial aid data, forms, etc.	
	User Profile	Tax Information Banking Here you can change your consent for e-delivery of tax information. Benking	Information In view and update your banking information.	
	Emergency Information View/Add Proxy Access	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	Catalog In view and search the course catalog.	
	Required Documents	Grades Here you can view your grades by term. Graduati	ion Overview an view and submit a graduation application.	
		Enrollment Verifications Here you can view and request an enrollment verification.		

• To update your Emergency Contact, you will click on the "Emergency Information" option in the dropdown menu.

≡			A hsimpson	〔→ Sign out	(?) Help
A	Home	Test Self-Service.			
ŧ	Financial Information 🗸	Hello, Welcome to Colleague Self-Service! Choose a category to get started.			
۲	Academics V	Student Finance Financial Aid			
3	User Options	Here you can view your latest statement and make a payment online.	ss financial aid data, form	is, etc.	
	User Profile	Tax Information Banking Info Here you can change your consent for e-delivery of tax information. Banking Info	mation and update your banking	; information.	
	Emergency Information	Student Planning Here you can search for courses, plan your terms, and schedule & register Here you can search for courses and schedule & register	Og and search the course ca	talog.	
	View/Add Proxy Access	your course sections.			
	Required Documents	Grades Here you can view your grades by term. Graduation C	verview and submit a graduation	application.	
		Enrollment Verifications Here you can view and request an enrollment verification.			

• Your Emergency Information page will look like this:

	Test Self-Service. ATTENTION STUDENTS: If you have been receiving the password change emails, please click this link: https://aka.ms/my-account to change your password before 5/13/2024. After this date, your account will be locked until your password has been changed.					
Em	Emergency Information					
_						
Δ	Not Confirmed I confirm that this information is accurate and current as of today. Confirm					
Em	ergency Contacts					
-	+ Add New Contact					
	© 2000-2024 Ellucian Company L.P. and its affillates. All rights reserved. <u>Privacy</u>					

- This page gives you the option to either confirm an Emergency Contact or Add a New Contact.
- If you want to add a new Emergency Contact, you will click the "Add New Contact" button.

⚠	Test Self-Service. ATTENTION STUDENTS: If you have been receiving the password change emails, please click this link: https://aka.ms/my-account to change your password before 5/13/2024. After this date, your account will be locked until your password has been changed.
Em	ergency Information
Em	Not Confirmed I confirm that this information is accurate and current as of today. ergency Contacts + Add New Contact
	© 2000-2024 Ellucian Company L.P. and its affiliates. All rights reserved. <u>Privacy</u>

• Clicking this will give you a pop up where you will enter the information of your new Emergency Contact. Please note that you are required to put in at least one phone number, but the more information you can provide for this individual, the better. <u>We will not be</u> <u>tracking Missing Person Contacts.</u>

Emergency Contact Information	×			
Name *				
Name				
Relationship				
Relationship				
Phones (Enter at least one) *				
Daytime Phone				
Evening Phone				
Evening Phone				
Other Phone				
Other Phone				
Cancel	Add Contact			
Address				
Address				
Effective Date				
1/11/2024				
Emergency Contact				
Missing Person Contact				
Cancel	Add Contact			

• When you have entered all the correct information for your New Emergency Contact, click the blue "Add Contact" button at the bottom of this pop up. You cannot click this button without filling out all required information.

Emergency Contact Information	×
Evening Phone	
Evening Phone	
Other Phone	
Other Phone	
Address	
Effective Date	
5/20/2024]
Emergency Contact	
Missing Person Contact	ļ
Cancel	Add Contact

• When your Emergency Contact has been added, the pop up will close to reveal your Emergency Information page. It will include your recently added Emergency Contact.

Not Confirmed	ormation is accurate and current as of today.	Confirm
nergency Contacts	5	
+ Add New Contact		
MARGE SIMPSON		
Daytime Phone	952-867-5309	
evening Phone		
Other Phone		
Address	2501 W 84th St, Bloomington, MN 55431	
ffective Date	5/20/2024	
mergency Contact	~	
Aissing Person Contact	×	

- It is best to keep this information up to date as much as possible. You can repeat steps 7-10 to add additional Emergency Contacts.
- If anything changes with your Emergency Contact, navigate back to this page. If you need to edit the information, you can click on the pencil on your Emergency Contact's information.

MARGE SIMPSON WIFE	
Daytime Phone	952-867-5309
Evening Phone	
Other Phone	
Address	2501 W 84th St, Bloomington, MN 55431
Effective Date	5/20/2024
Emergency Contact	\checkmark
Missing Person Contact	×

• If you would like to remove an Emergency Contact, you can click on the "x" on your Emergency Contact's information.

Daytime Phone	952-867-5309
Evening Phone	
Other Phone	
Address	2501 W 84th St, Bloomington, MN 55431
Effective Date	5/20/2024
Emergency Contact	✓
Missing Person Contact	×

• This will give you a pop up asking if you are sure you'd like to remove your Emergency Contact. Click "Accept" to confirm.



• If all information on this page looks to be correct, you can confirm the information.

Emergency Information						
Not Confirmed Confirm that this information is accurate and current as of today.						
Emergency Contacts						
+ Add New Contact						
MARGE SIMPSON WIFE						
Daytime Phone	952-867-5309					
Evening Phone						
Other Phone						
Address	2501 W 84th St, Bloomington, MN 55431					
Effective Date	5/20/2024					
Emergency Contact	~					

• Once this has been confirmed, it will say the date that you confirmed the information. Please repeat this step as soon as any information changes.



UPDATING YOUR ADDRESS

- Log into your Colleague Self-Service Account
- When you are logged in, your screen will automatically load your home screen. On the farleft side, there is a black bar that includes several icons. To update your address, click on the icon that looks like a person. This is labeled as "User Options." Clicking this will expand your selections.

≡			A hsimpson	〔→ Sign out	(?) Help
♠	Home	Test Self-Service.			
ŧ	Financial Information 🗸	Hello, Welcome to Colleague Self-Service! Choose a category to get started.			
٢	Academics 🗸 🗸	Student Finance Financial Aid			
8	User Options	Here you can view your latest statement and make a payment online.	s financial aid data, form	iancial aid data, forms, etc.	
	User Profile	Tax Information Banking Information Here you can change your consent for e-delivery of tax information. Banking unformation	mation and update your banking	; information.	
	Emergency Information	Student Planning Here you can search for courses, plan your terms, and schedule & register Here you can view	g and search the course ca	talog.	
	View/Add Proxy Access	your course sections.			
	Required Documents	Grades Here you can view your grades by term. Graduation OV Here you can view	/erview and submit a graduation	application.	
		Enrollment Verifications Here you can view and request an enrollment verification.			

• To update your Address, you will click on the "User Profile" option in the dropdown menu.

≡		NORTHWESTERN HEALTH SCIENCES	A hsimpson	(→ Sign out	(?) Help		
A	Home	Test Self-Service.					
ŧ	Financial Information V	Hello, Welcome to Colleague Self-Service! Choose a category to get started.					
۲	Academics V	Student Finance Financia	al Aid				
3	User Options	Here you can view your latest statement and make a payment online.	an access financial aid data, forms	ess financial aid data, forms, etc.			
	User Profile	Tax Information Here you can change your consent for e-delivery of tax information.	JInformation an view and update your banking	information.			
	Emergency Information	Student Planning Here you can search for courses, plan your terms, and schedule & register	Catalog an view and search the course cat	alog.			
	View/Add Proxy Access	your course sections.					
	Required Documents	Grades Here you can view your grades by term. Graduat Here you can view your grades by term.	tion Overview an view and submit a graduation a	pplication.			
		Enrollment Verifications Here you can view and request an enrollment verification.					

• Your User Profile page will look like this:

About You					
Date of Birth: graduation@nwhealth.edu					
Colleague ID: 0061908					
Addresses					
Last Confirmed On: Click to confirm that the address(es) below is accurate as of today.					
+ Add New Address					
Address	Туре	Preferred	Remove or Edit		
Email Addresses					
Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm		

- This page gives you the option to add or confirm your address, email address, and phone number.
- If you want to add a new address, you will click the "Add New Address" button.

Ad	d	resses

(i	Last Confirmed On: Click to confirm that the address	(es) below is accurate as of today.	
	+ Add New Address		
Ad	dress		Туре
	Enter Address Details	×	
	Outside US/Canada	î	
	Address Line 1 *		
	Address Line T		
2	Address Line 2		
-	Address Line 2		
	City *		
	City		
	State/Province *	1.	
	Please choose a state/province	~	
	ZIP/Postal Code *		
:u	ZIP/Postal Code		
	Cancel	Add Address	

• Please make sure you indicate if you have an address that is not in the United States or Canada. This will give you a different format with which to enter your address.

Enter Address Details	×
Outside US/Canada	
Address Line 1 *	
Address Line 1	
Address Line 2	
Address Line 2	
City *	
City	
State/Province *	
Please choose a state/province	~
ZIP/Postal Code *	
ZIP/Postal Code	
Cancel	Add Address

• Enter the information of your address carefully. Please separate apartments or unit numbers into different address lines.



City *

• If your address is located in the United States or Canada, your completed address will look like this:

Enter Address Details	×
Outside US/Canada	í
Address Line 1 *	
2501 W 84th St	
Address Line 2	
Address Line 2	
City *	
Bloomington	
State/Province *	
Minnesota	~
ZIP/Postal Code *	
55431	
Туре	
Home/Permanent	~
	-
Cancel	Add Address

• If your address is outside the United States or Canada, your completed address will look like this:

Enter Address Details	×
✓ Outside US/Canada	i
Address Line 1 *	
4 Place du Louvre	
Address Line 2	
75001	
Address Line 3	
Paris	
Address Line 4	
Address Line 4	
Country *	
France	
Cancel	Add Address

• Please select if this address is your Permanent Address or your Local Address



- b. Current is for the address at which you currently live
 - i. These addresses may be the same or different. We ask that you update both.

• To add your address, you will click the blue "Add Address" button at the bottom of the pop up.

State/Province *	
Minnesota	~
ZIP/Postal Code *	
55431	
Туре	
Home/Permanent	~
Cancel	Add Address

• If anything changes with your address, navigate back to this page. If you need to remove or edit the information, you can click on the pencil on your address information.

Addre	esses			
i	Last Confirmed On: Click to confirm that the address(es) below is accurate as of today.			Confirm
Addr	255	Туре	Preferred	Remove or Edit
2501	W 84th St, #3, Bloomington, MN 55431	Home/Permanent	~	

• If all information on this page looks to be correct, you can confirm the information.

Addr	esses			
(i)	Last Confirmed On: Click to confirm that the address(es) below is accurate as of today.			Confirm
Addr	255	Туре	Preferred	Remove or Edit
250	W 84th St, #3, Bloomington, MN 55431	Home/Permanent	~	Ø

• Once this has been confirmed, it will say the date that you confirmed the information. Please repeat this step as soon as any information changes.

Last Confirmed On: 5/20/2024

i

I confirm that this information is accurate and current as of today.

UPDATING YOUR EMAIL ADDRESS

- Log into your Colleague Self-Service Account
- When you are logged in, your screen will automatically load your home screen. On the farleft side, there is a black bar that includes several icons. To update your email address click on the icon that looks like a person. This is labeled as "User Options." Clicking this will expand your selections.

≡_	NORTHWESTERN WHEALTH SCIENCES		A hsimpson	〔→ Sign out	(?) Help
A	Home	Test Self-Service.			
ŧ	Financial Information V	Hello, Welcome to Colleague Self-Service! Choose a category to get started.			
٢	Academics 🗸 🗸	Student Finance			
3	User Options 🚽 🔨	Here you can view your latest statement and make a payment online.	Here you can access financial aid data, forms, etc.		
	User Profile	Tax Information Here you can change your consent for e-delivery of tax information.	ition I update your banking	information.	
	Emergency Information	Student Planning Here you can search for courses, plan your terms, and schedule & register Here you can view and Here you can view and	ister Course Catalog Here you can view and search the course catalog.		
	View/Add Proxy Access	your course sections.			
	Required Documents	Grades Here you can view your grades by term. Graduation Over Here you can view and	rview I submit a graduation	application.	
		Enrollment Verifications Here you can view and request an enrollment verification.			

• To update your email address, you will click on the "User Profile" option in the dropdown menu.



• Your User Profile page will look like this:

About You					
Date of Birth:					
Homer Simpson Colleague ID: 0061908					
Addresses					
Last Confirmed On: Click to confirm that the address(es) below is accurate as of today. Confirm					
+ Add New Address					
Address	Туре	Preferred	Remove or Edit		
Email Addresses					
Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm		

- This page gives you the option to add or confirm your address, email address, and phone number.
- If you want to add a new email address, you will click the "Add New Email" button.

Email Addresses					
í	Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm	
+	+ Add New Email				
Email	Email Type Preferred Remove or Edit				
cmcc	arthy01@nwhealth.edu	Institution	 ✓ 		

Phone Numbers

• Clicking this will give you a pop up where you will enter the information of your new email.

Enter Email Details	×			
Email Address *				
graduation@nwhealth.edu				
Туре				
Personal	~			
Cancel	Add Email			

• To update your email, you will click the blue "Add Email" button at the bottom of the pop up.

Enter Email Details	×				
Email Address *	Email Address *				
graduation@nwhealth.edu					
Туре					
Personal	~				
Cancel	Add Email				

• Your <u>@nwhealth.edu</u> email must <u>ALWAYS</u> be your "preferred" email. Any additional email addresses added cannot be marked as "preferred."

Email	Email Addresses					
(i)	Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm		
Email		Туре	Preferred	Remove or Edit		
cmccarthy01@nwhealth.edu		Institution	→ ✓			
gradu	uation@nwhealth.edu	Personal		&⊗		

• If anything changes with your email, navigate back to this page. If you need to remove or edit the information, you can click on the pencil on your email information.

Email	Email Addresses					
(i)	Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm		
Emai		Туре	Preferred	Remove or Edit		
cmc	carthy01@nwhealth.edu	Institution	~			
grad	uation@nwhealth.edu	Personal		$\sim \otimes$		

• If all information on this page looks to be correct, you can confirm the information.

Email Addresses

í	Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm
Email		Туре	Preferred	Remove or Edit
cmccarthy01@nwhealth.edu		Institution	 	
grad	uation@nwhealth.edu	Personal		$\mathscr{O}\otimes$

• Once this has been confirmed, it will say the date that you confirmed the information. Please repeat this step as soon as any information changes.

Last Confirmed On: 5/20/2024

i

I confirm that this information is accurate and current as of today.

UPDATING YOUR PHONE NUMBER

- Log into your Colleague Self-Service Account
- When you are logged in, your screen will automatically load your home screen. On the farleft side, there is a black bar that includes several icons. To update your phone number, click on the icon that looks like a person. This is labeled as "User Options." Clicking this will expand your selections.

≡		NORTHWESTERN W HEALTH SCIENCES		A hsimpson	〔→ Sign out	⑦ Help
A	Home	Test Self-Service.				
ŧ	Financial Information 🗸	Hello, Welcome to Colleague Self-Service! Choose a category to get started.				
۲	Academics 🗸 🗸	Student Finance	S Financial Aid			
3	User Options	Here you can view your latest statement and make a payment online.	Here you can access financial aid data, forms, etc.			
	User Profile	Tax Information Here you can change your consent for e-delivery of tax information.	Banking Inform Here you can view	mation and update your banking	; information.	
	Emergency Information	Student Planning Here you can search for courses, plan your terms, and schedule & register	Course Catalo Here you can view	g and search the course ca	talog.	
	View/Add Proxy Access	your course sections.				
	Required Documents	Grades Here you can view your grades by term.	Graduation Ov Here you can view	verview and submit a graduation	application.	
		Enrollment Verifications Here you can view and request an enrollment verification.				

• To update your phone number, you will click on the "User Profile" option in the dropdown menu.



• Your User Profile page will look like this:

About You					
Date of Birth:					
Addresses					
Last Confirmed On: Click to confirm that the address(es) below is accurate as of today. Confirm					
+ Add New Address					
Address Type Preferred Remove or Edit					
Email Addresses					
Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.			Confirm		

- This page gives you the option to add or confirm your address, email address, and phone number.
- If you want to add a new phone number, you will click the "Add New Phone" button.

Phone Numbers					
(i)	Last Confirmed On: Click to confirm that the phone(s) below is accurate as of today.				
+ /	Add New Phone				
Phone	Number	Туре	Remove or Edit		
	Phone Number *				
	Phone Number				
	Extension				
	Extension				
	Туре				
	Home / Permanent				
ссі					
	Cancel	Add Phone			

• Enter the information of your phone number carefully.

Enter Phone Details	×	
Phone Number *		
952-867-5309		
Extension		
Extension		
Туре		
Home / Permanent	~	
Cancel	Add Phone	
Please be sure to include if this is a hom	e phone or a cell phone.	
Enter Phone Details Phone Number *		×
952-867-5309		
Extension		
Extension		
Extension Type		
Extension Type Home / Permanent		~
Extension Type Home / Permanent Home / Permanent Mobile (Cell)		~

• To add your number, you will click the blue "Add Phone" button at the bottom of the pop up.

Enter Phone Details	×
Phone Number *	
952-867-5309	
Extension	
Extension	
Туре	
Home / Permanent	~
Cancel	Add Phone

• If anything changes with your phone number, navigate back to this page. If you need to remove or edit the information, you can click on the pencil on your phone number information.

Phone	Phone Numbers					
(i)	Last Confirmed On: Click to confirm that the phone(s) below is accurate as of today.			Confirm		
+	+ Add New Phone					
Phon	e Number	Туре		Remove or Edit		
952-	867-5309	Home / Permanent		▲ & ⊗		

• If all information on this page looks to be correct, you can confirm the information.

Ph	Phone Numbers				
(Last Confirmed On: Click to confirm that the phone(s) below is accurate as of today.				
	+ Add New Phone				
Ρ	hone Number	Туре	Remove or Edit		
9	952-867-5309	Home / Permanent	&⊗		

• Once this has been confirmed, it will say the date that you confirmed the information. Please repeat this step as soon as any information changes.

Last Confirmed On: 5/20/2024

i

I confirm that this information is accurate and current as of today.