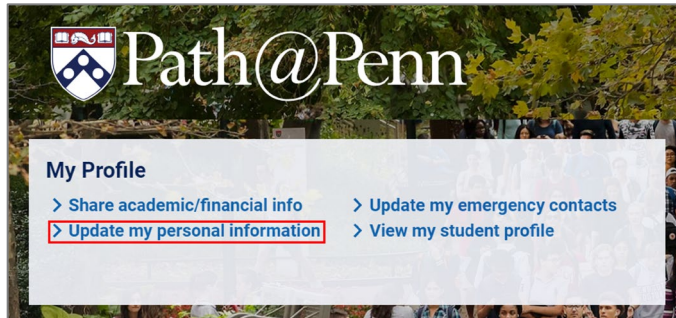# Add Required Contact Information
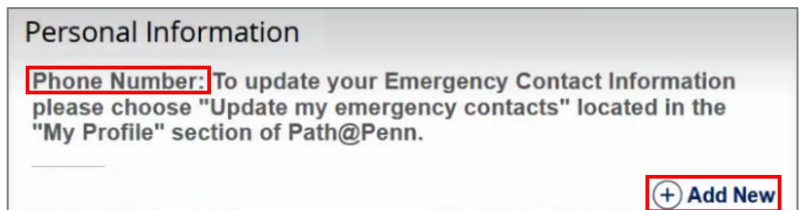
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Overview:

The University of Pennsylvania is responsible for maintaining accurate personal contact information for all students. This information ensures that Penn is able to contact you to share essential information, and to reach you or your designee in the case of emergency. Use this guide for step-by-step instructions on how to add the following required information within Path@Penn. See additional details on the Update Required Contact Information webpage.

Adding Your UPennAlert Student Mobile Phone:

1. Navigate to Path@Penn to access your account.

2. Under the **My Profile** section, click on *Update my personal information*.

> **Path@Penn**
>
> **My Profile**
> > Share academic/financial info
> > **Update my personal information**
> > Update my emergency contacts
> > View my student profile

3. Scroll down to the **Phone Number** section of the screen and click *Add New*.

> **Personal Information**
>
> **Phone Number:** To update your Emergency Contact Information please choose "Update my emergency contacts" located in the "My Profile" section of Path@Penn.
>
> (+) **Add New**

4. Select *UPenn Alert Student Mobile* from the **Phone Type** drop-down list.
   (This is the first option that appears).

> **Add Phone Number** ✕
>
> Phone Type
>
> Select Phone Type ⌃
>
> | 🔍
>
> *** UPennAlert Student Mobile**
>
> Learning From (current term)

5. Enter in the phone number and click *Add*.

NOTE: For US-based phone numbers, use the *Phone Number* field. For International phone numbers, use the *International Access Code and Phone Number* field.

Neither the *Primary* nor *Unlisted* boxes need to be checked in order to proceed.

> **Add Phone Number** ✕
>
> Phone Type
>
> * UPennAlert Student Mobile ⌄
>
> **Phone Number**
>
> 215 | 123-4567 | Extension
>
> **International Access Code and Phone Number**
>
> International Phone Number
>
> ☐ Primary   ☐ Unlisted
>
> **Add**

Add Required Contact Information

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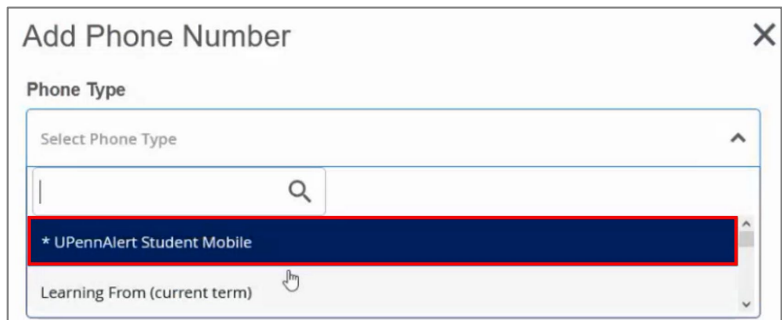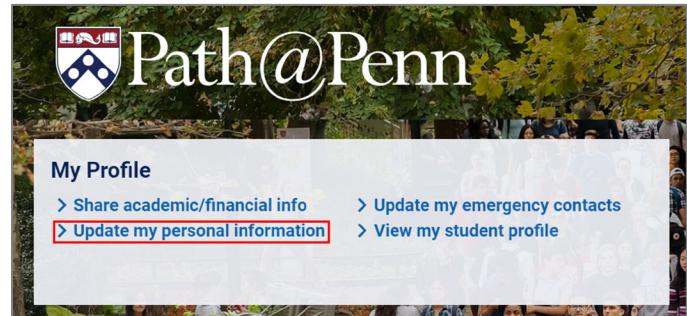
Adding Your Permanent or Learning From Addresses:

1. Navigate to Path@Penn to access your account.
2. Under the **My Profile** section, click on
   Update my personal information.

3. Scroll down to the **Address** section of the screen and click *Add New*.

4. Select the *Type of Address* from the drop-down list. (You must have both a valid an unexpired *Permanent* and *Learning From Address*. If you are living in Penn Managed Housing (College House or Greek), the *Learning From Address* will be provided by Housing).
5. **Enter the date you are filling out this form as the Valid From date**. Leave the **Valid Until** date blank.

   NOTE: Ensure that an American English language browser with no translation extensions is being used. Otherwise, the date may revert to DD/MM/YYYY format which will cause an error and not allow the user to continue filling out the form.

6. Enter *Address* details.
7. Click *Add*.

Add Required Contact Information

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Adding Your Emergency Contact and Missing Person Contact:

1. Navigate to Path@Penn to access your account.
2. Under the **My Profile** section, click on *Update my emergency contacts.*

3. Scroll down to the **Address** section of the screen and click *Add New*.

4. Select the **Relationship** of your contact from the drop-down list

Relationship *	
Father	
Friend	
Grandparent	
Guardian	
Mother	
Other	
Parents (Mother and Father)	
Prospective Employer	
Sibling	
Spouse	

5. Choose disclosures:
    a. Disclose Academic information (grades, etc.)
    b. Disclose financial information (billing, etc.)
    c. **Emergency Contact (*this disclosure must be marked YES*)**.
    d. Missing Person Contact

○ NO ○ YES   Disclose academic information (grades, attendance, academic standing, etc)

○ NO ○ YES   Disclose financial information (billing, Payments, financial aid, loans, etc) If NO, individuals who pay your bills may not be able to get infomation pertaining to your bill.

○ NO ○ YES   Emergency Contact

○ NO ○ YES   Missing Person Contact

Last Name *	First Name *	MI
Street Line1	Street Line2	Street Line3
City		State *
Country		Zip
Telephone Type *		
Phone Area	Phone Number	Phone Ext
Email Address *		

6. Enter in emergency contact **required** fields:
    a. Last Name
    b. First Name
    c. Telephone Type and Phone Number
    d. Email Address
    e. Address
7. Click **Save**.

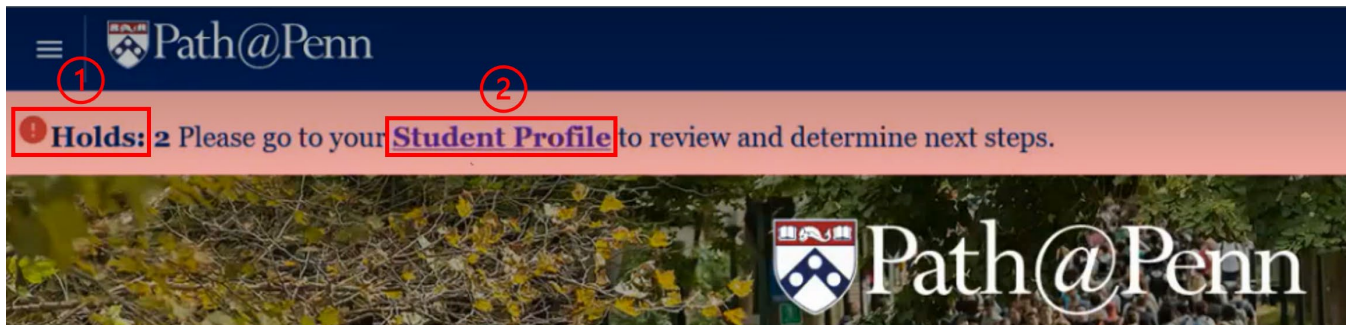# Add Required Contact Information

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Hold Resolution:

If any of the required contact information is not provided, a hold will be placed on your student account, and you will not be able to register. The required contact information that will trigger a hold if missing is as follows:

> • **Personal Information**:
>   • Permanent address
>   • Learning From address
>   • UPennAlert Student Mobile Phone
>
> • **Emergency Contact and Missing Person Contact**

1. When you navigate to Path@Penn to access your account, if you have a hold you will see a *Holds* notification.
2. Click on the *Student Profile* link.

3. In the upper right-hand corner of the Student Profile page, click on the Holds counter.
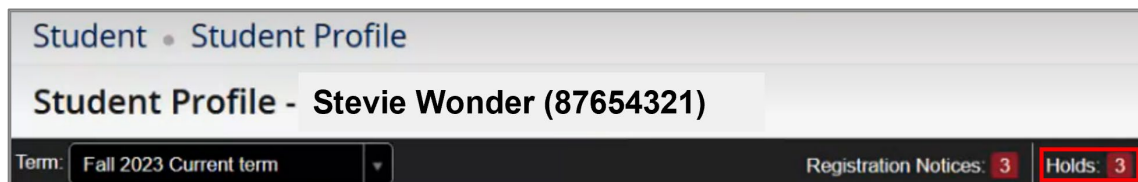
4. Information on the holds will display. These are **Update Required Information** Holds.
   • Next to where it states *Reason* is the address for the Update Required Contact Information webpage.
   • *Note that there may be holds that require no action. These will not be displayed.*