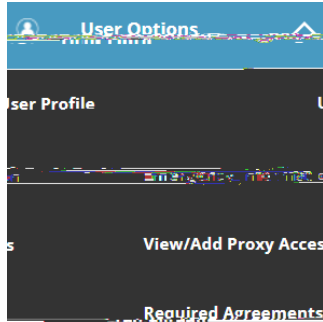


## How to Update Personal Information in Self-Service

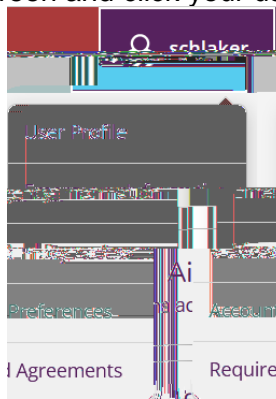
Go to Self-Service: <https://selfservice.wittenberg.edu/>

Click on the User Options button  at the bottom of the menu on the left side of the screen.



Menu will drop down

OR go to the top right corner of the home screen and click your username



**Go to User Profile.** In this area, you may change your chosen name, home address, personal email and cell phone.





## ADDRESS SECTION

User can **Confirm** by clicking the button on the far right, or click on **+Add New Address** if it is incorrect.



## PHONE NUMBERS