
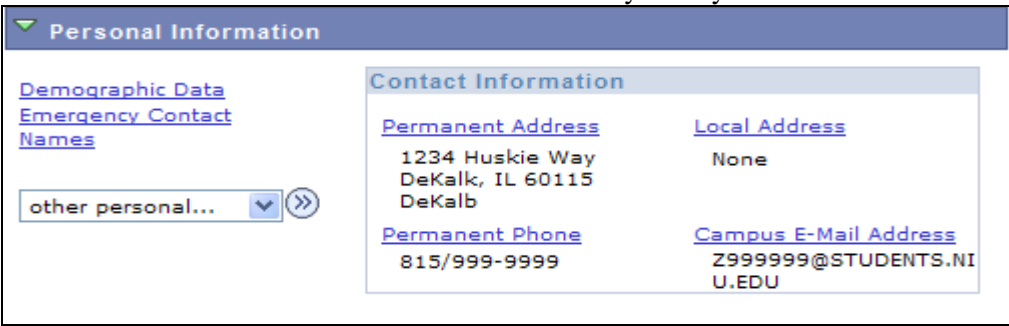
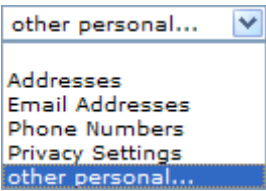

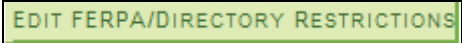
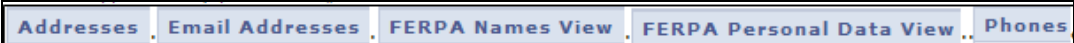
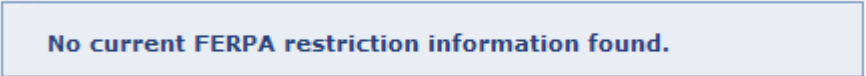

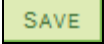

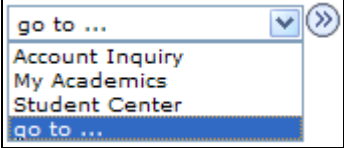




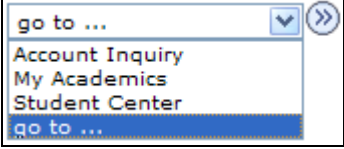
Updating your Personal Information in MyNIU

After successful login to the MyNIU Portal at <http://myniu.niu.edu> :

Step	Action
1.	<p>Select the MyNIU Student Center from the My Quick Links area. This link opens directly to the Student Center page.</p>  <p>The screenshot shows the 'MyNIU QUICK LINKS' section with a helpdesk number (815-753-8100) and several icons: MyNIU Student Center, Blackboard, Student Email, Anywhere Applications, Anywhere Files, and Anywhere Printing. There is also a link to view ITS Service Alerts and Planned Maintenance Information.</p>
2.	<p>Scroll down to the Personal Information section of your MyNIU Student Center.</p>  <p>The screenshot shows the 'Personal Information' section with two main areas: 'Demographic Data' (with links for Emergency Contact and Names) and 'Contact Information' (with links for Permanent Address, Local Address, Permanent Phone, and Campus E-Mail Address). A dropdown menu labeled 'other personal...' is visible.</p>
3.	<p>Click the other personal ... drop down and select Privacy Settings from the list.</p>  <p>The screenshot shows the dropdown menu expanded, listing 'Addresses', 'Email Addresses', 'Phone Numbers', 'Privacy Settings', and 'other personal...'. 'Privacy Settings' is highlighted.</p>
4.	<p>Click the Go button to proceed to the Privacy Setting page.</p>  <p>The screenshot shows a double right arrow button (Go button).</p>
5.	<p>Click the Edit FERPA/Directory Restrictions button.</p>  <p>The screenshot shows a button labeled 'EDIT FERPA/DIRECTORY RESTRICTIONS'.</p>
6.	<p>Restrict All Options: Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.</p>  <p>The screenshot shows a row of buttons: 'Addresses', 'Email Addresses', 'FERPA Names View', 'FERPA Personal Data View', and 'Phones'. 'Addresses' is selected.</p> <p>Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.</p>  <p>The screenshot shows a message box stating 'No current FERPA restriction information found.'</p>

Step	Action
7.	<p>You can choose to Restrict All Fields or Release All Restrictions or pick and choose which of the restrictions categories you want to release and restrict.</p> <p>Note: Restriction Categories include: Address, Email Address, FERPA Names View, FERPA Personal Data View, and Phones.</p> 
8.	<p>After making a selection or any changes, click the Save button.</p> 
9.	<p>Click the OK button on the Save Confirmation page.</p> 
10.	<p>Note: If you need to navigate to another page, use the go to ... drop down list located at the top of the page. Select the area needed, then click >> (GO!) button.</p> 
11.	<p>Once back on your Student Center page, scroll down to the Contact Information area under the Personal Information section.</p> <p>Note: You can edit your contact information by clicking on the link and selecting edit.</p> 
12.	<p>Click the Permanent Address link.</p> 

Step	Action						
13.	<p>On the Addresses page, you can view and edit address information.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Addresses</p> <p>View, add, change or delete an address.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Address Type</th> <th style="width: 60%;">Address</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Permanent</td> <td>1895 Northern Illinois Dr. apt 101 DeKalb, IL 60115 DeKalb</td> <td style="text-align: center;"><input type="button" value="edit"/></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="ADD A NEW ADDRESS"/></p> </div>	Address Type	Address		Permanent	1895 Northern Illinois Dr. apt 101 DeKalb, IL 60115 DeKalb	<input type="button" value="edit"/>
Address Type	Address						
Permanent	1895 Northern Illinois Dr. apt 101 DeKalb, IL 60115 DeKalb	<input type="button" value="edit"/>					
14.	<p>Click the Edit button to edit address information.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="edit"/> </div>						
15.	<p>Always begin with Address 1 when entering your street address.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Edit Address</p> <p>Country: United States Change Country</p> <p>Address 1: <input type="text" value="1895 Northern Illinois Dr."/></p> <p>Address 2: <input type="text" value="apt 101"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="DeKalb"/> State: <input type="text" value="IL"/> <input type="button" value="IL Illinois"/> Postal: <input type="text" value="60115"/></p> <p>County: <input type="text" value="DeKalb"/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>						
16.	<p>Note: Before you save your new address, you can enter the date the change will take effect.</p> <p>Example: Let's say the date is today 03/02/12 and your first day at your new address is 03/15/12, you can enter the date the change will take effect ahead of time.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Date changes will take effect <input type="text" value="03/15/2012"/> <input type="button" value="31"/></p> <p style="text-align: center;"><input type="button" value="SAVE"/></p> </div>						
17.	<p>After you have completed your edits, click the OK button.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="OK"/> </div>						
18.	<p>Click the Save button to confirm the edit changes to your address.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="SAVE"/> </div>						
19.	<p>Click the OK button on the Confirmation page.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="button" value="OK"/> </div>						

Step	Action
20.	<p>Note: If you need to navigate to another page, use the go to ... drop down list located at the top of the page. Select the area needed, then click the >> (GO!) button.</p> 
21.	<p>Use the MyNIU Portal Home link to select different options from the portal or to sign out.</p> <p>MyNIU Portal Home</p>
22.	<p>You have completed the Updating your Personal Information topic.</p> <p>End of Procedure.</p>