CampusConnection Helpsheet
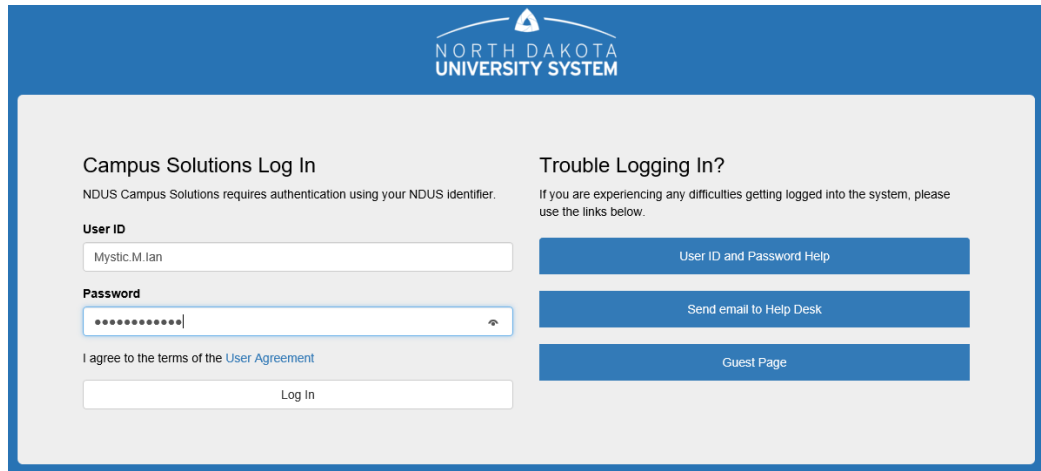## Update Contact Information

1. Access CampusConnection.

2. Enter CampusConnection UserID and Password. Click **[Log In]**.
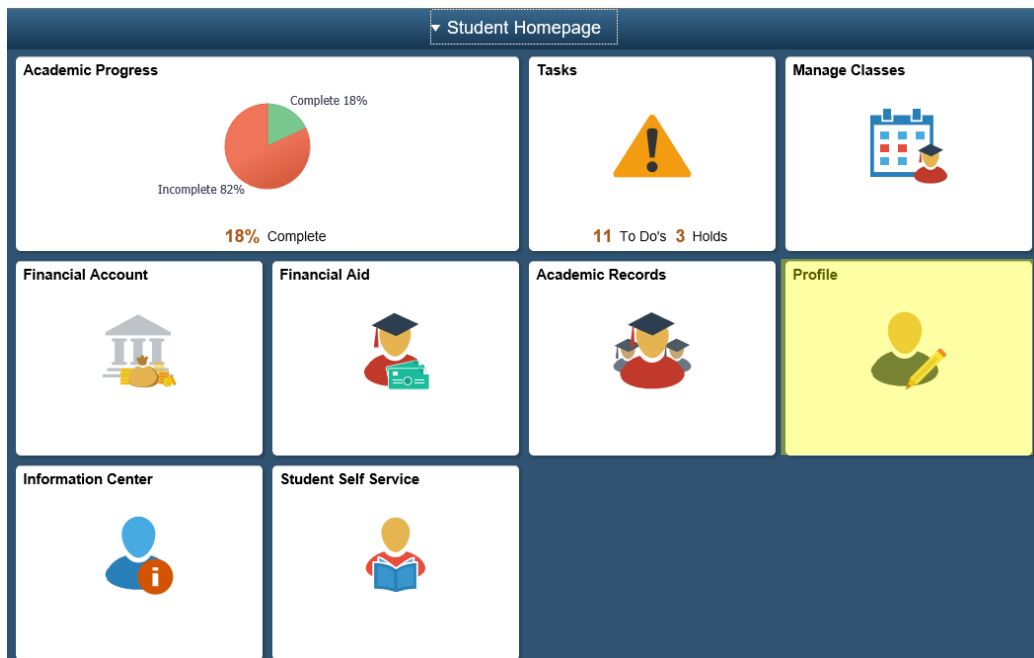
On your Student Homepage:

3. Click **[Profile]** tile.

On the left-side menu:

4. Select the appropriate menu option:

   - Phone Number and Email   ☎@ **Contact Details**

   - Preferred Name   ▣ **Personal Details**

   - Address   ✉ **Addresses**
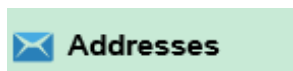
Name Changes

If you wish to change your Legal name in CampusConnection, you must complete a Name Change Request Form and provide official documentation to the Academic Records Office.