

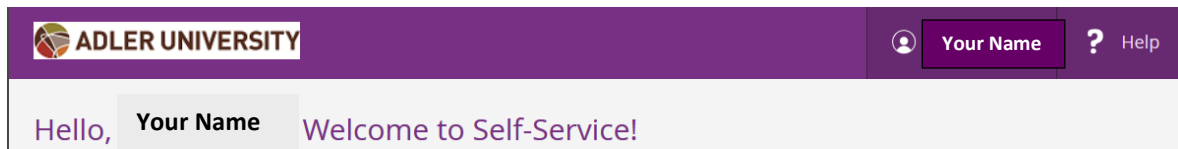


Address, Phone Number, and Personal E-mail Changes via Self-Service

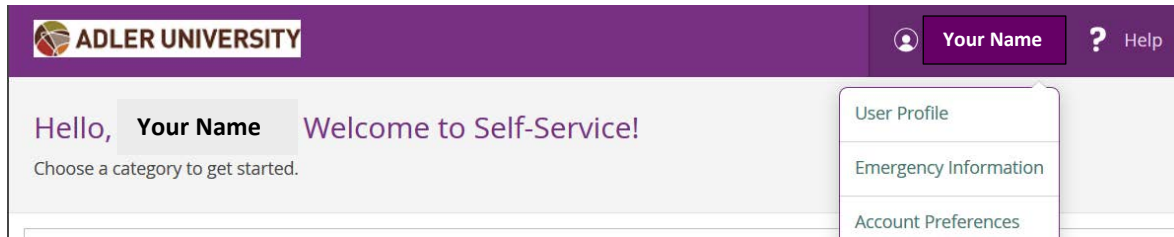
Address Change Request

How to request an address change via Self-Service:

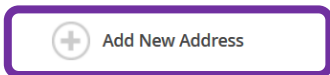
1. Log onto Adler Connect
2. Go to the Self-Service option
3. Towards the top of the page, click your Name



4. Click User Profile



5. Click on the "Add New Address" option to submit your new address to the Office of the Registrar for processing.



Address	Type	Preferred	
17 N Dearborn St, Chicago, IL 60602	Home/Home Office	<input checked="" type="checkbox"/>	

Enter Address Details

Outside US/Canada

Address Line 1 *

Address Line 2

City *

State/Province *

ZIP/Postal Code *

Please allow up to three business days for your address change request to be processed by the Office of the Registrar. There is no need to e-mail your request. You can check the status of your request by viewing your address in Self-Service.

Students and alumni who request a diploma reorder due to lost or misdirected mail because of an incorrect address will incur the diploma reorder fee.

Phone Number and E-mail Updates

Students also have the option to directly manage their phone numbers and e-mail addresses in their User Profile in Self-Service. You can add and remove e-mail addresses and phone numbers. **The only exception is your Adler e-mail account.** Your Adler e-mail cannot be removed and will always remain as your preferred e-mail address to ensure you receive communications from departments within the Adler community. Any changes you make to your phone number or e-mail address are immediately processed and viewable in your User Profile.

How to **update** your phone numbers and personal e-mail addresses via Self-Service:

1. Log onto Adler Connect
2. Go to the Self-Service option
3. Towards the top of the page, click your Name
4. Click User Profile
5. Scroll down to either Email Address or Phone Numbers to add a new e-mail or phone number.

The screenshot displays two sections of a user profile: 'Email Addresses' and 'Phone Numbers'. Each section has a confirmation banner at the top with an information icon, the text 'Last Confirmed On: 4/20/2016', and a 'Confirm' button. Below the banner, there is an 'Add New' button with a plus icon. The 'Email Addresses' section contains a table with one entry: 'registrar@adler.edu' of type 'Adler Email', which is marked as 'Preferred' with a green checkmark. The 'Phone Numbers' section contains a table with one entry: '708-123-4567' of type 'Cell Phone'. There are edit and delete icons at the bottom right of the phone number entry.

Email	Type	Preferred
registrar@adler.edu	Adler Email	✓

Phone Number	Type
708-123-4567	Cell Phone