

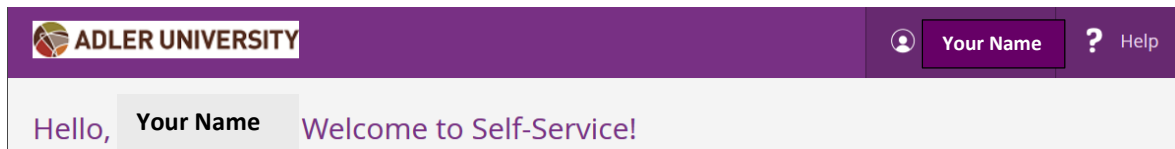


Address, Phone Number, and Personal E-mail Changes via Self-Service

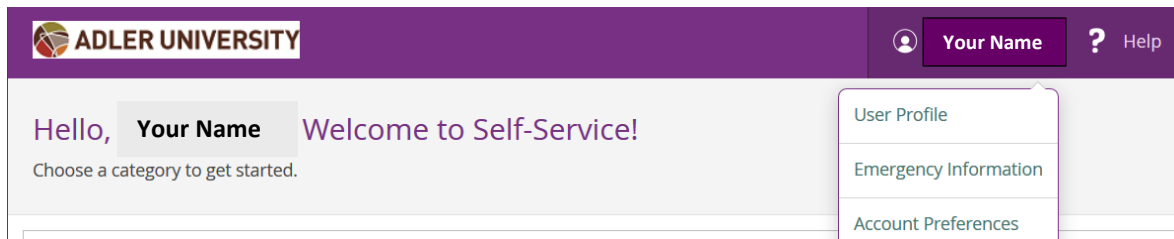
Address Change Request

How to **request** an address change via Self-Service:

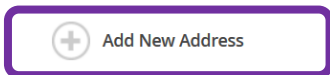
1. Log onto Adler Connect
2. Go to the Self-Service option
3. Towards the top of the page, click your Name



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 stating 'Last Confirmed On: 4/20/2016' and a 'Confirm' button. Below the banners are 'Add New' buttons and tables listing existing entries.

Email Addresses Section:

Email	Type	Preferred
registrar@adler.edu	Adler Email	✔

Phone Numbers Section:

Phone Number	Type
708-123-4567	Cell Phone