

## How to Update Your Contact Information & Emergency Contact Information in Your Study Abroad Application

1. Log into your study abroad application using your UNM net ID and password.  
<https://studyabroad.unm.edu/>

**UNM Central Authentication Service**

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

**LOGIN** **CLEAR**

2. On your application home page locate the **“Profile”** section and click **“Edit Profile”**

Your Home Page : [REDACTED] - Applicant Home Page Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. x

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

### Applications


Spring, 2018

Aalborg University (ID 35994)	<b>Withdrawn: Pre-decision</b> <b>Reinstate</b> <b>Itinerary:</b> Aalborg, Denmark (Europe) 🌐 02/01/2018 06/30/2018
Independent Travel (ID 35839)	Deadline: 05/01/2018 <b>Withdraw</b> <b>Itinerary:</b> Havana, Cuba (Latin America) 🌐 01/30/2018 01/31/2018

Fall, 2017


<input type="checkbox"/> Flinders University (ID 36058 not ranked)	(Complete Application) <b>Accepted</b> View Decision Letter
<b>Update Rank</b> (enter numbers to rank by preference)	
Executive Masters in Business Administration (EMBA) International Residency Program (ID 36126)	<b>Withdrawn: By Staff</b> <b>Reinstate</b> <b>Itinerary:</b> Casablanca, Morocco (Africa) 🌐 09/20/2017 09/20/2017

### Profile



No Image [REDACTED]  
[REDACTED]@unm.edu

**View All**

**Edit Profile** 

### Messages

**View all Messages**

Date/Time	From
02:27 PM	ehmosby@unm.edu
test	
09:20 AM	studyabd@unm.edu
CC: Study Abroad Application - Passport	
06/28/2017	studyabd@unm.edu

Application Activity: UNM Global Education Office (GEO) Website

3. In the **“Profile”** tab update your Mobile Text Phone Number and a Secondary email (your personal email or host school email). Click **“Update”** to save your changes.

Created: 02/14/2016 (by wrightd1, wrightd1)  
Last Updated: 06/28/2017 @ 02:47:21 PM.

Age [redacted] @unm.edu

Profile Information Address Info

First Name: [input]  
Middle Name: [input]  
Last Name: [input]  
Email Address: [input]@unm.edu  
CC Email Address: [input]  
SMS (mobile text) Phone Number: [input] Select your mobile carrier [dropdown] Test [button]  
Date of Birth: [input]  
Gender: Female  
Bio: [input]  
4000 characters left  
ID Photo: [Choose File] No file chosen

Update

4. Next click on the **“Information”** tab to update your phone number here as well. Click **“Update”** to save your changes.

Applicant Profile : Information [Return to home](#)

This is the information tab of your profile. To change your information, edit the form below and click on the 'Update' button at the bottom of the page. Please note that some fields might not be editable if they are being provided to this site from an external data source. If you find erroneous data that you cannot correct on this page, report it to studyabd@unm.edu by email.

Created: 02/14/2016 (by wrightd1, wrightd1)  
Last Updated: 06/28/2017 @ 02:47:21 PM.

Female  
Age [redacted] @unm.edu

Profile Information Address Info

Information

Banner ID\* [input]  
Current Phone Number: [input]

\* Not editable  
\*\* Required

Update

5. Click on the **“Address Info”** tab to check your address is up to date and to update your **emergency contact information**. To update your information click on the Yellow Pencil in the right hand side of the page.

Applicant Profile : Address Info Return to home

The address info tab of your profile lists all the address information that this site has on file for you. You can update the information for these addresses if there is an edit pencil icon in the 'Actions' column. Please note that all address types might not be editable by you. If there is an address that is only editable by an administrator or an address the gets its data from an externally linked data source, there will be a padlock icon instead of an edit pencil. If you find erroneous data that you cannot correct on this page, report it to studyabd@unm.edu by email.

Female  
Age: [redacted]  
[redacted]@unm.edu

Created: 02/14/2016 (by wrightd1, wrightd1)  
Last Updated: 06/28/2017 @ 02:47:21 PM

Profile Information **Address Info**

Address Type	Address	Actions
Permanent Address	[redacted] Albuquerque NM 87107 United States [redacted]	
Primary Emergency Contact	[redacted] Albuquerque NM 87101 United States [redacted] Addressee Name: [redacted] Relationship: Mother	
Secondary Emergency Contact	Address not on file.	
Address While Abroad	Address not on file.	

6. Click on the Yellow Pencil of each section to update your Permanent Address, Primary Emergency Contact, Secondary Emergency Contact and Address While Abroad. Before you exit each section click the **“Update”** button to save your information.

Your Home Page : Edit Secondary Emergency Contact

Use the form provided below to fill in the address information for this applicant.

Female  
Age: [redacted]  
[redacted]@unm.edu

Created: 02/14/2016 (by wrightd1, wrightd1)  
Last Updated: 06/28/2017 @ 02:47:21 PM

Profile Information **Address Info**

**Edit Secondary Emergency Contact**

Address:

City:

State:

Province:

Zip Code (or Postal Code):

Country:

Phone:

Fax:

Mobile:

Addressee Name:

Addressee Relationship:

Update Cancel