



Frequently Asked Questions: Changing your personal information within the Web module

Current students are able to change their addresses within my.mscoe.edu. To do so, log into my.mscoe.edu, click on My Personal Info.

The screenshot shows the MSOE Campus Web Information System interface. The header includes the MSOE logo, the text 'Milwaukee School of Engineering Campus Web Information System', and a 'My MSOE' logo. Below the header is a navigation bar with 'FAQ | HELP' and a 'LOGOUT' button. The main content area displays a welcome message for 'Dave' and registration information for Fall Quarter 2005-2006. The left sidebar contains a navigation menu with categories: 'Academics' (My Schedule, My Grades, Course Search, Faculty Roster, Registration Info), 'My Profile' (My Personal Info, My Finances), and 'General' (Homepage, Financial Aid, Catalog, Bookstore). An arrow points to 'My Personal Info' in the 'My Profile' section.

To change one of your addresses, pick the correct address from the dropdown list and then click the Update button. Please note the following information:

- When making changes to domestic addresses on the Web, please do not enter USA as the country.
- We do often have requests for students from a certain county, if you know which county your address is in, please enter it.
- Please do not enter phone numbers for email addresses.
- Please do not change the zip code from 99999 to 53202 for residence hall addresses. The 99999 keeps the mail internal.

The only addresses for which changes will be approved are:

- Local School Address--This is where your mail will go during the school year.
- Legal/Home/Permanent Address--This is where your mail will go during the summer months and after graduation
- Person Work Address—This address field is used if we bill your company for your tuition. We also use the phone number as an alternate way to contact you.
- Parent/Guardian Address—Generally, we use this as emergency contact information.
- E-mail Address--Most e-mail will be sent to your mscoe.edu address. However, we may use this if we are looking for an alternate way of contacting you.

Please note that there are some addresses in the list that you cannot change. Those are used by offices at MSOE for various internal functions. If you have concerns about any of this information, please contact the Registrar's Office.

The addresses that will not be updated are:

- CCSD Address—This is your on-campus e-mail address
- Diploma Address—These fields are used for various graduation functions
- Newspaper Address for Marketing—You have this address if you asked to have information such as Dean's List, graduation information, etc. released to your hometown newspaper. This must be rescinded in writing in the Registrar's Office.
- Duplicate Report Card Address—You have this address if we have a release on file to send a copy of your report card to this address after every term. This must be rescinded in writing in the Registrar's Office.

When you click the Update button, you will have the option to change various pieces of information.

Fall Quarter 2005-2006 ● Registration Open. Click on Course Search to add classes.

Academics
 My Schedule
 My Grades
 Course Search
 Faculty Roster
 Registration Info

My Profile
 My Personal Info
 My Finances

General
 Homepage
 Financial Aid
 Catalog
 Bookstore

Change Information for Dave Scholarship

First Name:
 Middle Name:
 Last Name:
 Email Address:
 Address Line 1:
 Address Line 2:
 Address Line 3:
 City:
 State:
 Zip:
 County:
 Locality:
 Country:
 Telephone:
 Telephone Extension:
 Birthdate:
 Marital Status:

Make any necessary changes inside the boxes above, then them for review....

Please note that some of the information cannot be changed via the Web.

- You cannot change your name via the Web. If your name has been legally changed since you applied to MSOE (marriage, divorce, etc), please send a copy of the legal document that legally changes your name.
- If you change your birthdate on the Web, we need some confirmation that the original date was an error. If we cannot find that in your official file, you will need to provide that to our office before that can be changed.