

# Updating Contact Information in WebAdvisor

*NOTE: Students may not update their mailing address in WebAdvisor. They must fill out a form on the Graduate Registrar's webpage, which can be found under 'Forms & Resources'. [https://graduate.lclark.edu/offices/registrar/forms\\_and\\_resources/address\\_change/](https://graduate.lclark.edu/offices/registrar/forms_and_resources/address_change/)*

## To add or update your personal email and phone number

- ❖ Log into WebAdvisor and navigate to the Student Menu. Select 'User Profile (Self Service)'



### CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

#### User Account

User Profile (Self Service)  
Emergency Contact Info (Self Service)

#### Financial Information

Title IV Authorization  
Bank Information (Self Service)  
Student Finance Self Service

#### Financial Aid

Financial Aid Self Service

#### Communication



My Documents


#### Registration

Register for Sections  
Register and Drop Sections  
Manage My Waitlist  
Search for Sections  
Registration Permissions

Grades (Self Service)  
Unofficial Transcript (Self Service)  
Test Summary (Self Service)  
Transcript Request Status  
Enrollment verification request status  
My class schedule  
Apply for Graduation (Self Service)  
Program Evaluation  
My Holds & Authorizations  
My Textbooks  
Grant Access to My Academic Records  
Order Official Transcripts

Self Service Budget

- ❖ To add a new personal email or phone number, select the [+ Add New Email](#) or [+ Add New Phone](#) button and follow the prompts.
- ❖ To edit a personal email or phone number, select the  icon and follow the prompts.
- ❖ To remove a personal email or phone number, select the  and follow prompts




mypersonalemail@email.com

Chosen Name:  
Preferred She/Her/Hers  
Pronoun:

Marion Berry

You may view but not modify addresses and email addresses on this screen. You may add or modify your cell phone numbers. If you need to change your address and are a current student, please contact your Registrar (CAS, Law, or Grad). If you need to change your address and are a current employee, please contact Human Resources.

### Email Addresses



**Last Confirmed On:**


Click to confirm that the email(s) below is accurate as of today.

[Confirm](#)

[+ Add New Email](#)

Email	Type	Preferred	Remove or Edit
<u>mypersonalemail@email.com</u>	Lewis & Clark		

### Phone Numbers



**Last Confirmed On:**

Click to confirm that the phone(s) below is accurate as of today.

[Confirm](#)

[+ Add New Phone](#)

Phone Number	Type	Remove or Edit
555-555-5555	Mobile/Cellular	