Personal Information in LOCUS
Inside the Student Center, you are responsible for maintaining your contact information.

Your Campus Address will be maintained by Residence Life.
Working with Addresses

PERSONAL INFORMATION IN LOCUS
Personal Information in LOCUS
(Working with Addresses)

Before arriving at Orientation, take a moment to verify that your Permanent address is accurate.

You can verify your Permanent address by simply viewing the “permanent address” listing in the contact information box of the student center.

```
Contact Information

Permanent
1515 West Concerto Drive
Chicago, IL 60626

Cell Phone
773/555-6487

Campus
Mertz Hall Room 303
6431 N. Sheridan Road,
Box: 4989
Chicago, IL 60626
Cook
Campus Email
wmozart@luc.edu
```
If your Permanent Address is incorrect:

1. Click the “Permanent” link in the contact information box of the Student Center.
2. Click the “edit” box.
3. Enter your new address.
4. Click “Ok”.
5. Save.
Entering Your Cell Phone Number

PERSONAL INFORMATION IN LOCUS
To enter your cell phone number:

1. Click the Cell Phone link in the Contact information box of the Student Center.
2. Press the “Add a Phone Number” button.
3. Enter your new address.
4. Click “Ok”.
5. Save.
Entering Emergency Contact Information

PERSONAL INFORMATION IN LOCUS
Personal Information in LOCUS
(Emergency Contact Information)

To enter your emergency contact information:

1. Click the Emergency Contact link in the Personal Information Area of the Student Center.
2. Select “Add an Emergency Contact”.
3. Enter the Name and Relationship
4. Click “Edit Address”
5. Enter the Address
6. Click “Ok”.
7. Enter the Emergency Contact’s phone number.
8. Save.
Personal Information in LOCUS
(Emergency Contact Information)

Emergency Contacts

Emergency Contact Detail

*Contact Name
Leopold Mozart

*Relationship
Parent

Contact's Address

☐ Same Address as Individual

Country United States
Address
1039 West Jackson Drive
New York, NY 10459

Contact's Phone

☐ Same Phone as Individual

Phone
212/555-1674

Extension

Country

Other Telephone Numbers

*Phone Type

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Country</th>
</tr>
</thead>
</table>

Add A Phone Number

Save

Return to Emergency Contacts Summary

* Required Field