

# Personal Information in LOCUS



# 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	
<u>Permanent</u> 1515 West Concerto Drive Chicago, IL 60626	<u>Campus</u> Mertz Hall Room 303 6431 N. Sheridan Road, Box: 4989 Chicago, IL 60626 Cook
<u>Cell Phone</u> 773/555-6487	<u>Campus Email</u> wmozart@luc.edu



# Personal Information in LOCUS (Working with Addresses)

## 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**



# Personal Information in LOCUS (Entering Your Cell Phone Number)

## 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”



# Personal Information in LOCUS (Emergency Contact Information)

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   
\*Relationship

#### Contact's Address

Same Address as Individual

Country

#### Address

1039 West Jackson Drive  
New York, NY 10453

[Edit Address](#)

#### Contact's Phone

Same Phone as Individual

Phone  Extension  Country

#### Other Telephone Numbers

*Phone Type	Phone Number	Extension	Country	

ADD A PHONE NUMBER

SAVE

[Return to Emergency Contacts Summary](#)

\* Required Field

