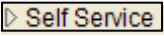
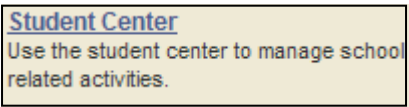
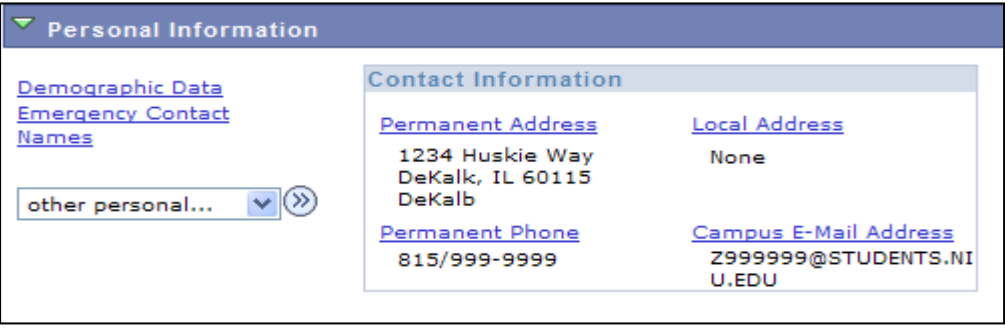
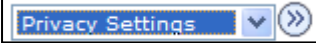

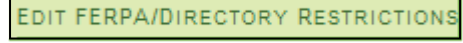
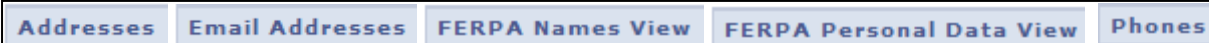
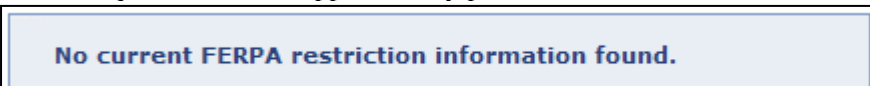

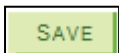


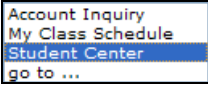

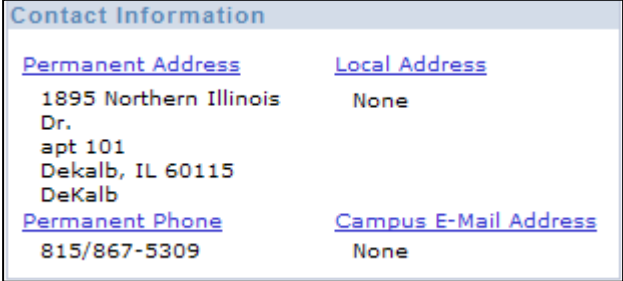

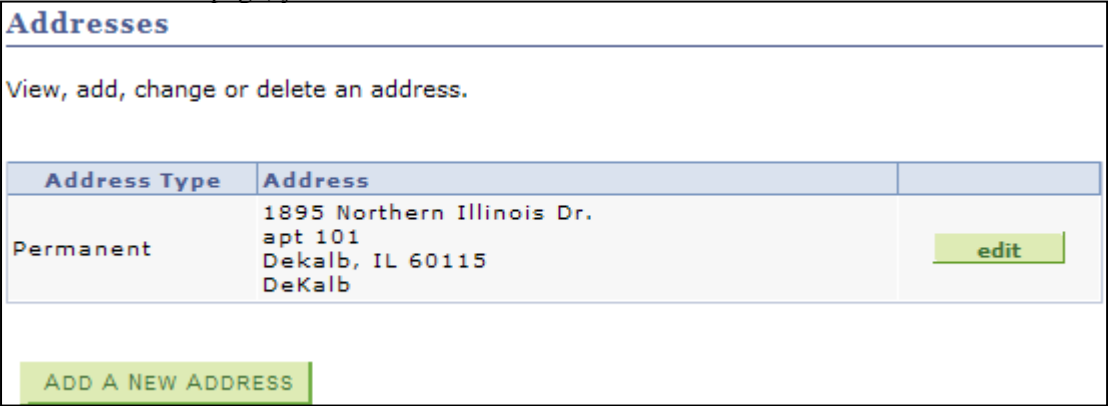





Updating your Personal Information in MyNIU

After successful login to MyNIU at <http://myniu.niu.edu> :

1.	<p>Navigation: Self Service > Student Center</p>
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Student Center link.</p> 
4.	<p>Scroll down to the Personal Information section of your MyNIU Student Center.</p> 
5.	<p>Click the other personal... dropdown and select Privacy Settings from the list.</p> 
6.	<p>Click the Go button.</p> 
7.	<p>Click the Edit FERPA/Directory Restrictions link.</p> 

<p>8.</p>	<p>Restrict All Option: Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.</p> <p>Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.</p>  <p>Release All Option: Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.</p> <p>Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.</p> 
<p>9.</p>	<p>You can choose to Restrict All Fields or Release All Restrictions or pick and choose which of the restriction categories you want to release and restrict.</p> <p>Note: Restriction Categories include: Address, Email Address, FERPA Names View, FERPA Personal Data View, and Phones</p> 
<p>10.</p>	<p>After making a selection or any changes, click the Save button.</p> 
<p>11.</p>	<p>Click the OK button on the Save Confirmation page.</p> 
<p>12.</p>	<p>Use the Go To Feature to return to the Student Center.</p> 

13.	<p>Select Student Center from the list.</p> 
14.	<p>Click the GO! button.</p> 
15.	<p>Once back on your student center main page scroll down to the Contact Information area under the Personal Information section.</p> <p>Note: You can edit your contact information by simply clicking on the link and selecting edit.</p> 
16.	<p>Click the Permanent Address link.</p> 
17.	<p>On the Addresses page, you can view and edit address information.</p> 
18.	<p>Click the Edit button.</p> 

19.	<p>Always begin with Address 1 when entering your street address.</p> <div data-bbox="295 283 1385 663" style="border: 1px solid black; padding: 5px;"> <p>Edit Address</p> <p>Country: United States Change Country</p> <p>Address 1: 1895 Northern Illinois Dr.</p> <p>Address 2: apt 101</p> <p>Address 3:</p> <p>City: Dekalb State: IL Illinois Postal: 60115</p> <p>County: DeKalb</p> <p>OK Cancel</p> </div>
20.	<p>Click the OK button.</p> <div data-bbox="295 716 402 753" style="border: 1px solid black; padding: 2px;"> <p>OK</p> </div>
21.	<p>Note: Before you saving your new address you can enter the date the change will take effect. Example: Let's say the date today is 9/1/08 and your first day in your new apartment will be 9/12/08, you can enter the date the change will take effect ahead of time.</p> <div data-bbox="295 869 915 978" style="border: 1px solid black; padding: 5px;"> <p>Date changes will take effect 09/12/2008</p> <p>SAVE</p> </div>
22.	<p>Click the Save button.</p> <div data-bbox="295 1037 407 1092" style="border: 1px solid black; padding: 2px;"> <p>SAVE</p> </div>
23.	<p>Note: After clicking save, you will receive a Confirmation.</p> <div data-bbox="295 1152 993 1333" style="border: 1px solid black; padding: 5px;"> <p>Change Address</p> <p>Save Confirmation</p> <p> The Save was successful.</p> </div>
24.	<p>Click the OK button.</p> <div data-bbox="295 1396 402 1442" style="border: 1px solid black; padding: 2px;"> <p>OK</p> </div>
25.	<p>Use the Go To Feature to return to the Student Center.</p> <div data-bbox="295 1509 607 1556" style="border: 1px solid black; padding: 2px;"> <p>go to ...</p> </div>
26.	<p>Select Student Center from the list.</p> <div data-bbox="295 1604 506 1688" style="border: 1px solid black; padding: 2px;"> <p>Account Inquiry</p> <p>My Class Schedule</p> <p>Student Center</p> <p>go to ...</p> </div>
27.	<p>Click the GO! button.</p> <div data-bbox="295 1734 337 1772" style="border: 1px solid black; padding: 2px;"> <p></p> </div>
28.	<p>You have completed the topic Updating Your Personal Information in MyNIU. End of Procedure.</p>