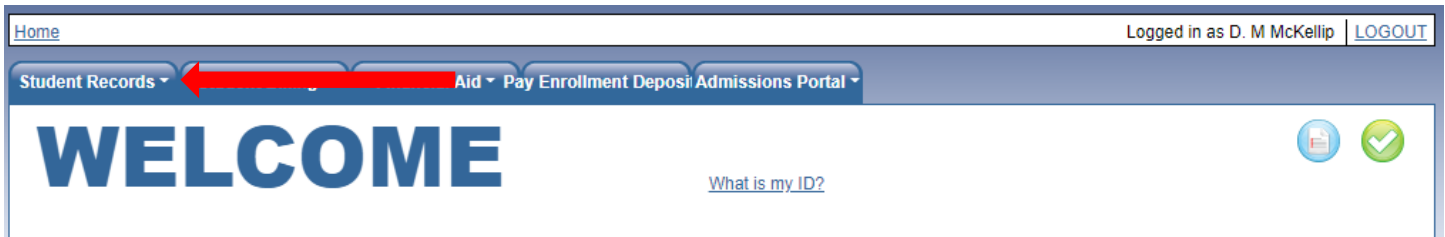


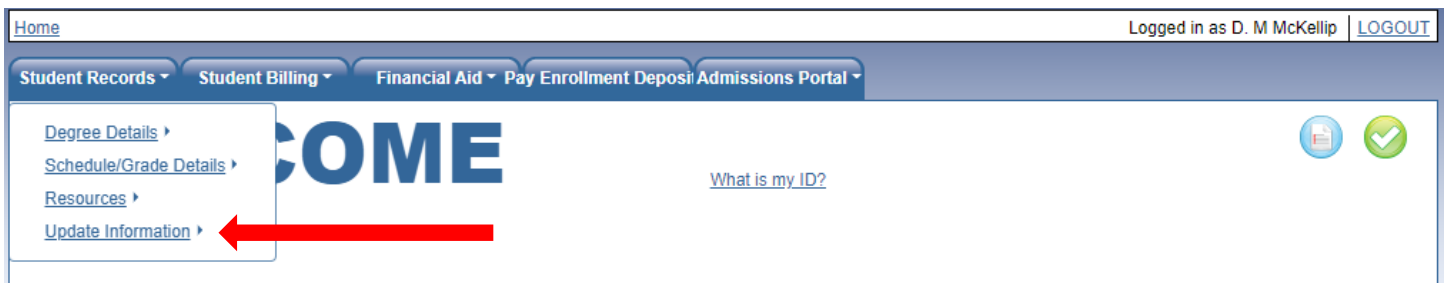
Purpose: To update your address or other contact information for correspondence from the college. Mercy College sends all correspondence to your designated HOME address.

Process:

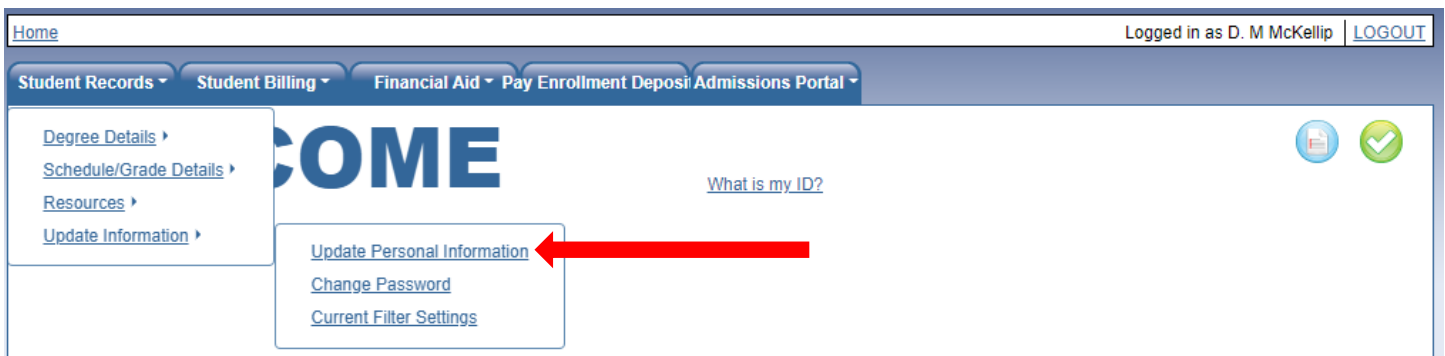
- 1) Log into your EmpowerMe account.
- 2) Select *Student Records*.



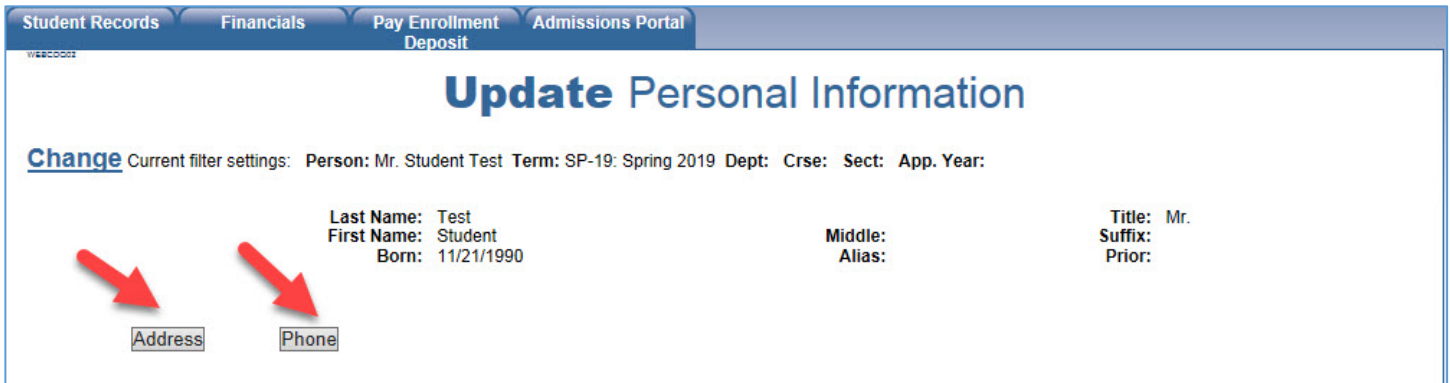
- 3) Select *Update Information*.



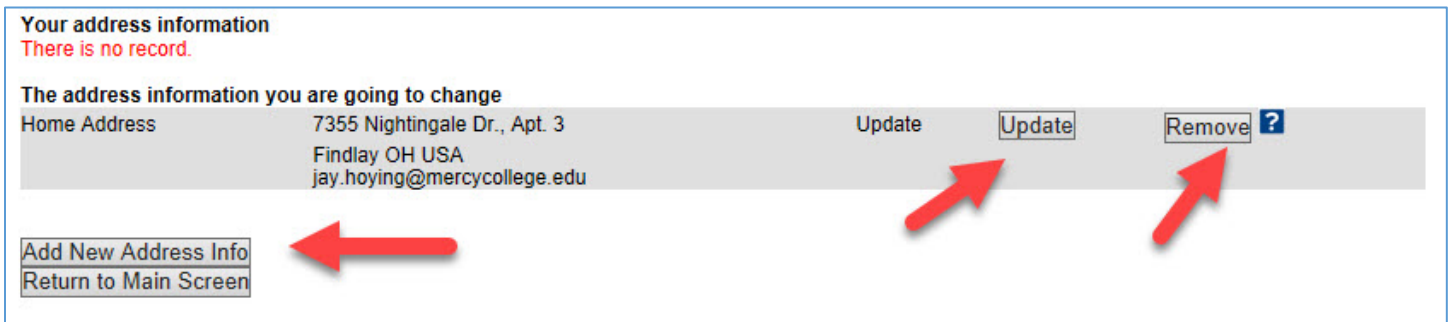
- 4) Select *Update Personal Information*.



5) Select the specific information you would like to update (ex. Address).

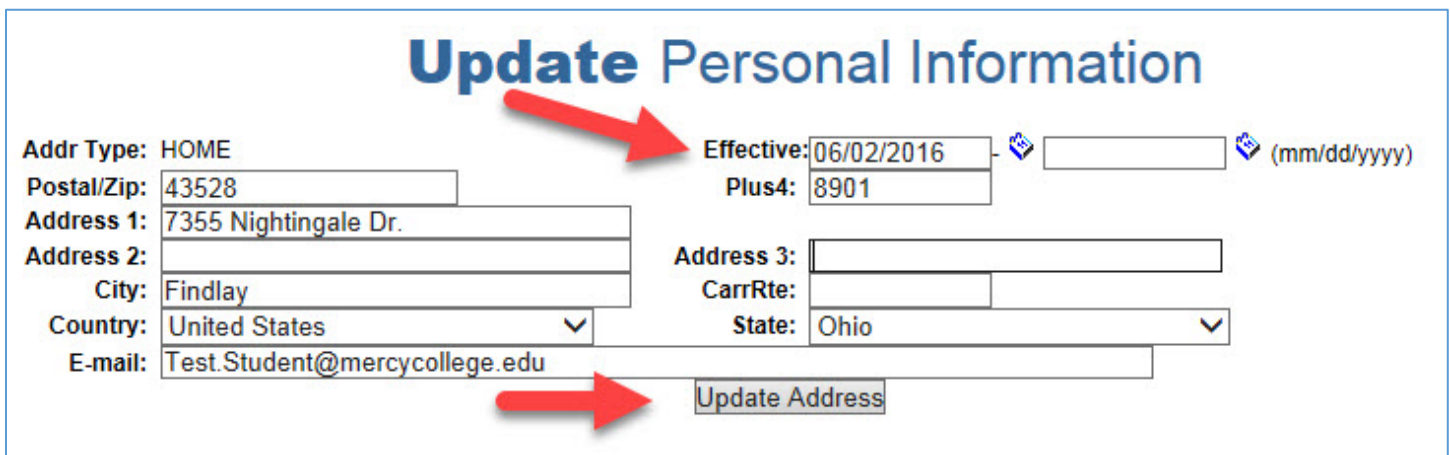


6) You are able to update your current information, remove it, or add new contact information.



7) Submit the necessary information and select *update*.

a. If you want the update to occur on a specific date, select a specific effective date.



8) Your request to update information will be processed within 5 business days. For questions please contact the Office of Student Records by emailing [registrar@mercycollege.edu](mailto:registrar@mercycollege.edu).