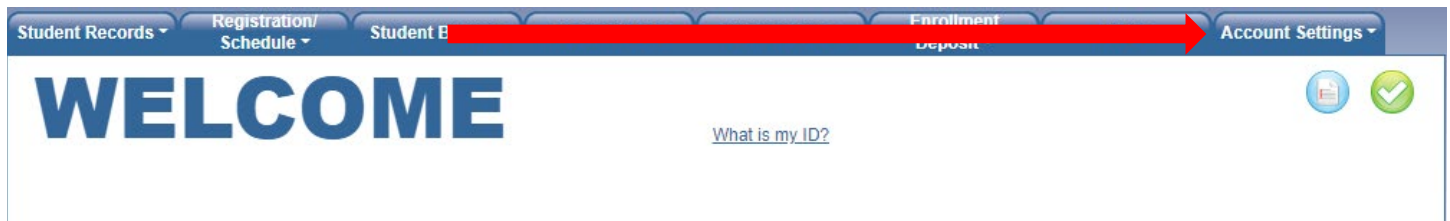


Purpose:

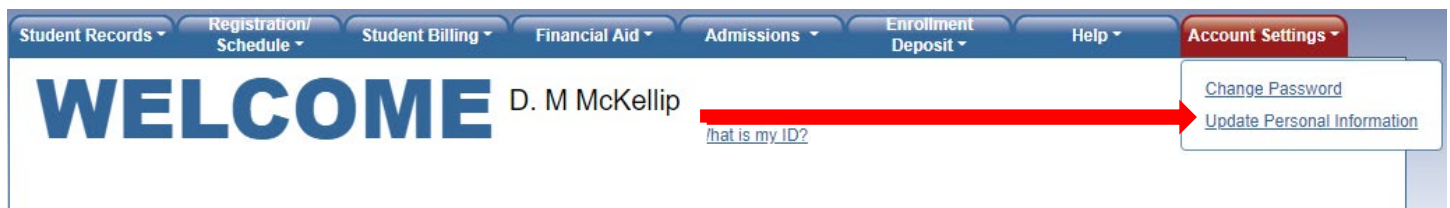
To update your address or other contact information for correspondence from the college. Mercy College sends all correspondence to your designated HOME address.

Process:

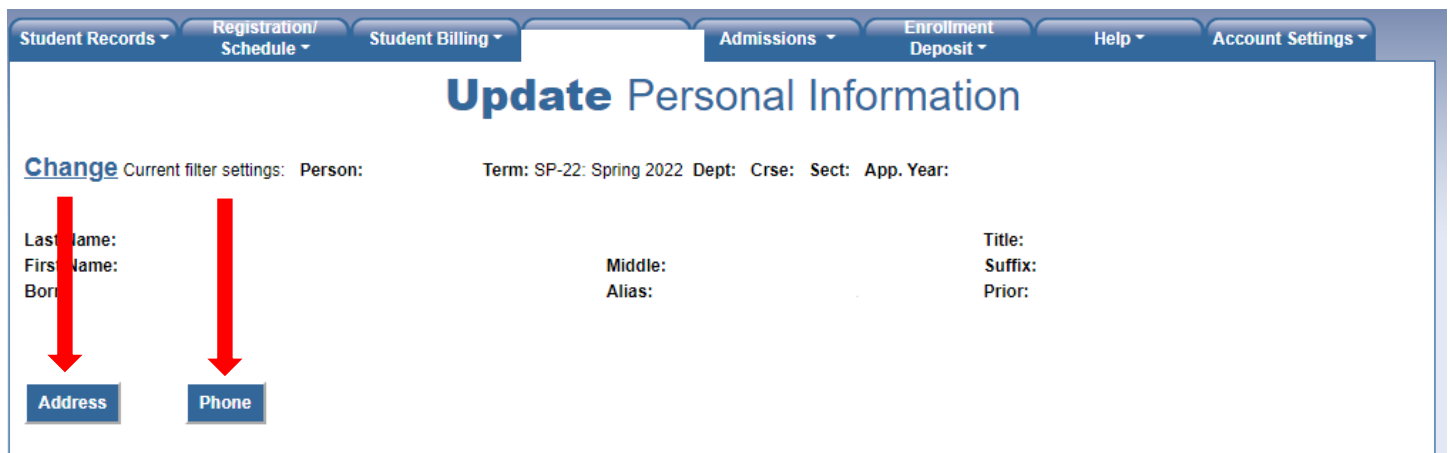
- 1) Log into your [EmpowerMe](http://www.mercycollege.edu/empower) account at www.mercycollege.edu/empower.
- 2) Select *Account Settings*.



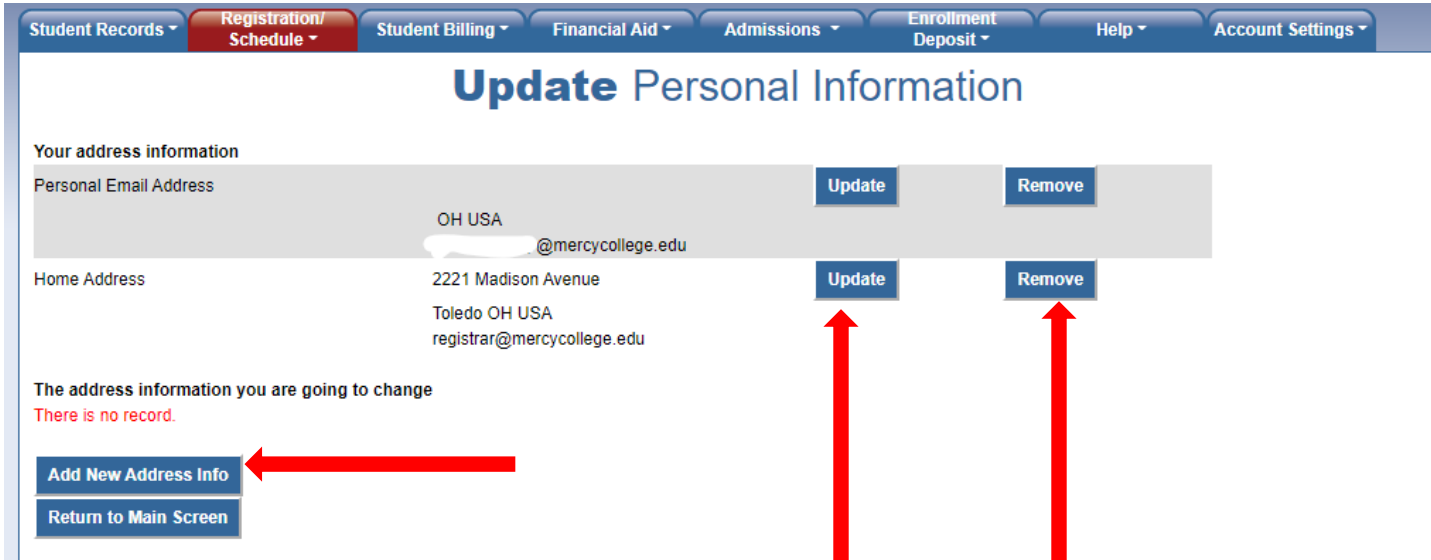
- 3) Select *Update Personal Information*.



- 4) Select the specific information you would like to update. (To update email addresses select Address) (ex. Address).

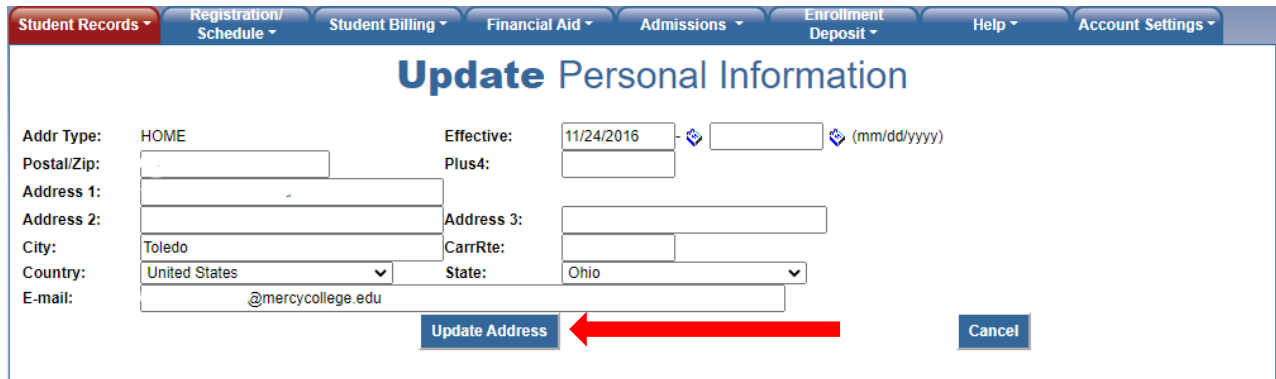


5) You are able to update your current information, remove it, or add new contact information.



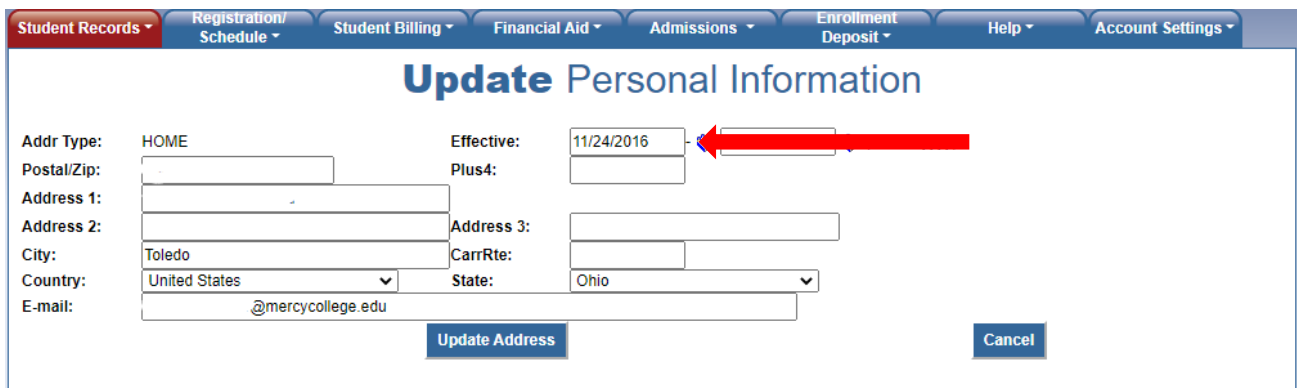
The screenshot shows the 'Update Personal Information' page with a navigation bar at the top containing 'Student Records', 'Registration/Schedule', 'Student Billing', 'Financial Aid', 'Admissions', 'Enrollment Deposit', 'Help', and 'Account Settings'. The main heading is 'Update Personal Information'. Under 'Your address information', there are two rows: 'Personal Email Address' with 'OH USA' and '@mercycollege.edu', and 'Home Address' with '2221 Madison Avenue', 'Toledo OH USA', and 'registrar@mercycollege.edu'. Each row has 'Update' and 'Remove' buttons. A red arrow points to the 'Add New Address Info' button. Below this, it says 'The address information you are going to change' and 'There is no record.' At the bottom are 'Add New Address Info' and 'Return to Main Screen' buttons.

6) Submit the necessary information and select the Update Address button.



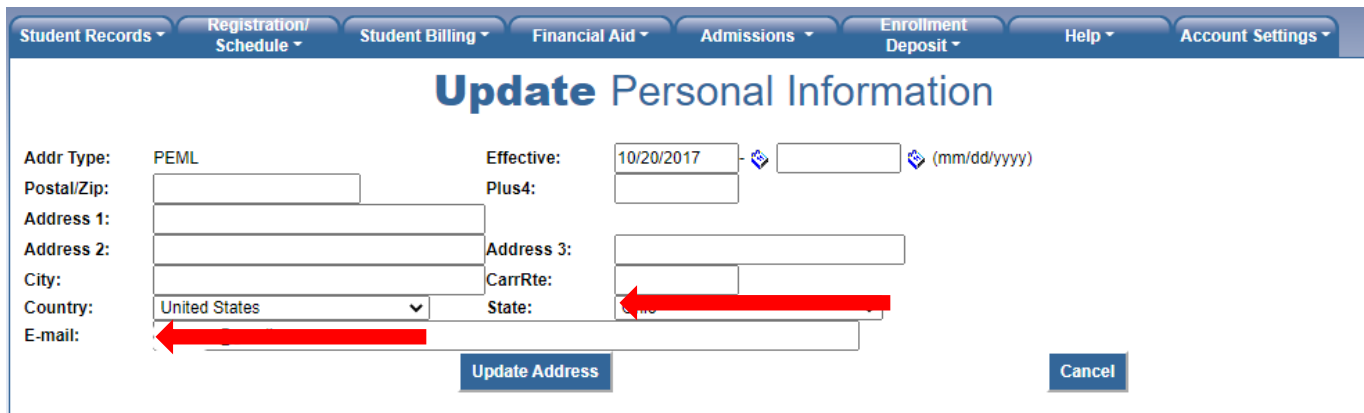
The screenshot shows the 'Update Personal Information' form with the following fields: 'Addr Type' (HOME), 'Effective' (11/24/2016), 'Postal/Zip', 'Plus4', 'Address 1', 'Address 2', 'Address 3', 'City' (Toledo), 'CarrRte', 'Country' (United States), 'State' (Ohio), and 'E-mail' (@mercycollege.edu). There are 'Update Address' and 'Cancel' buttons at the bottom. A red arrow points to the 'Update Address' button.

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



This screenshot is identical to the previous one, but a red arrow points to the 'Effective' date field, which contains '11/24/2016', to indicate that a specific date should be selected.

- b. If Updating a PEML/Personal Email address
 - i. Only include Non-Mercy College email addresses.
 - ii. You only need to include a state and the email address all other information can be left blank.



Update Personal Information

Addr Type: PEML Effective: 10/20/2017 (mm/dd/yyyy)

Postal/Zip: Plus4:

Address 1: Address 3:

Address 2: CarrRte:

City: State:

Country: United States

E-mail:

7) 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.