## How to change my personal information on Evolve?



1) Log into the Portal and click on Evolve Administrative System

NavBar: Navigator

General Ledger

Recent Places

MAPS - Academic Planning

My Self Service

My Self Service

My Self Service

Campus Personal Information

Gree Progress/Graduation

Faculty Center

>

>

>

4) Select Addresses, Names, Phone Numbers, or other item you would like to change

	<b>⋒</b> ≡	۵				
NavBar: Nav	igator	0				
	Campus Personal Infor					
Recent Places	Addresses					
Navigator	Names					
	Phone Numbers					
	Email Addresses					
	Emergency Contacts					

5) Click on the "pencil", change the information and click on OK.

						<u>^</u>
Cristina Sad			go to .	••		- >>>
Addresses	<u>N</u> ames	Phone Numbers	Email Addresses		Emergency Contacts	Demographic Information
Addresses						
View, add, change	or delete an add	lress.				
Address Type	Address					
Home	Peterborough,	Ontario, K9K 2T3				
FLEMG - ITS	B3325 Brealey			Ø	Î	

Add a new address