How to Update Your Personal Address and Phone Number through InsideSOU

David Raco - 2019-07-15 - Comments (0) - InsideSOU

This article will show you how to update your personal address and phone number in SISWEB so that the university has your most current contact information.
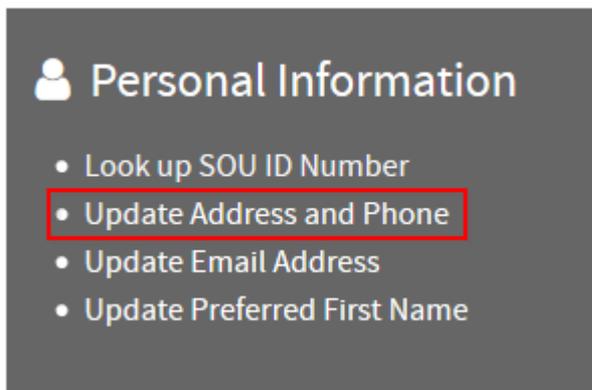
Step 1 - Go to InsideSOU (https://inside.sou.edu) and click the green LOGIN button. Enter your SOU credentials and finish authenticating to InsideSOU, otherwise you will not see the

options presented below.

Step 2 - Scroll down the page and find the gray box labeled **Personal Information**. Click on the **Update Address and Phone link** (or click this link to go there directly).

Step 3 - Click on the "current" or "primary" links on any of your current entries. (You can also use the dropdown menu near the bottom of the screen to add a new address or phone entry if needed.)

Addresses and Phones

Billing	Phones
Current:	Primary: None Provided

Payroll	Phones
Current:	Primary:

Type of Address to Insert: Select ▾

- Select
- Billing
- Mailing
- Payroll
- Permanent

Submit

RELEASE: 8.7

Step 4 - Update your address and/or phone information on the next screen that comes up and then click **Submit** to finalize it.

If you have trouble with any of these steps, call the IT Helpdesk at 541-552-6900.