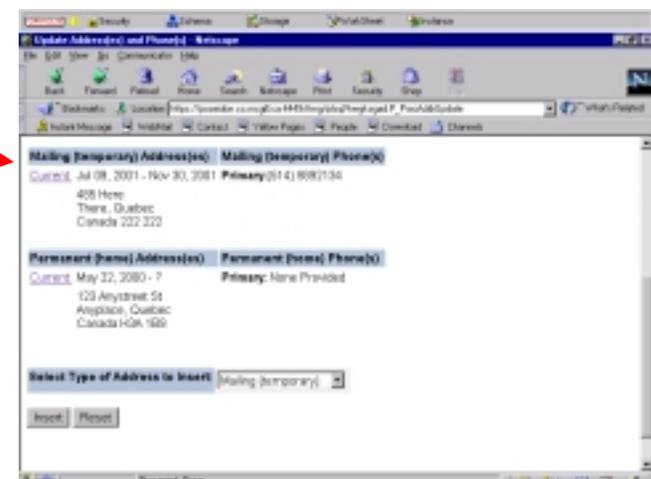
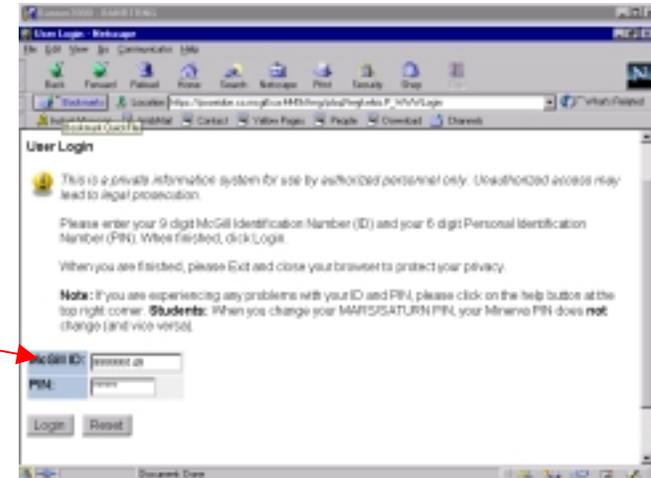
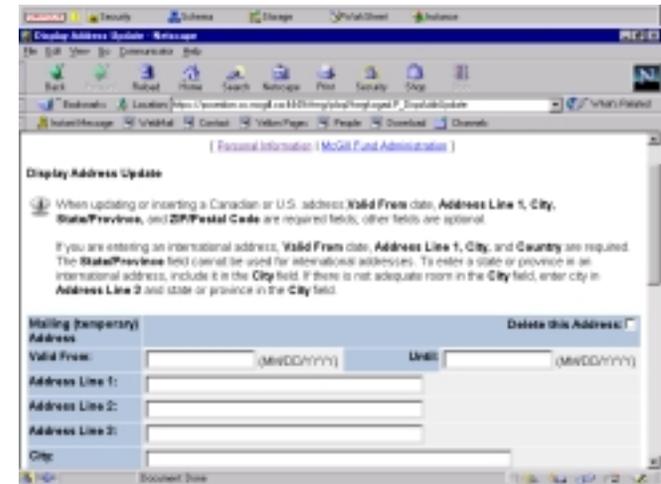


Step by Step Guide to Adding and/or Updating Addresses, Phone Numbers and Emergency Contacts on Minerva Web for Students

- 1) Login to Minerva for Students
- 2) Enter your 9 digit ID and PIN.
- 3) Select Personal Information Menu
- 4) Select Update Address(es) and Phone(s). Click on Current address for the address type you wish to update



- 10) Update address by typing over current address information
- 11) Scroll down to enter phone number.
- 12) Click the Save Icon at the bottom of the screen



- 13) Navigate to GYAADDR in Banner
- 14) Type in 9 digit ID in the ID field
- 15) Click the Next Block  icon to view address information associated with the ID
- 16) Use the scroll bar to find the address **Type** for which changes were made on Minerva.
- 17) Notice two records now exist for the same address type (see sequence numbers **Seq #**)

