Steps to Help You Update Your Addresses

Step 1: First log-in to your **myUFV** account.

Step 2: On your left hand side under "myUFV Record Services" select Personal Information.

myUFV Records Services
Personal Information
 Change your PIN/Password
 Update your address
 Update your emergency contact New Applicant Information Check your application status
 Submit an application Student Information Admissions
Transfer Credit
 Registration, Online payments, Tax receipts
 Scholarships or Bursaries Employee Information View your pay information
Check your leave balances
 View and print your T4 taxation forms

Step 3: Select "Update Addresses and Phones – Personal and Emergency contact".



Step 4: Then, hover over "Current" click to change your information.



Steps to Help You Update Your Addresses

Step 5: Take 3-5 minutes to fill all the required fields, then click "Submit".

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Step 6: Use the **navigation pane** from the **above** page to return to "**Personal Information**".

Personal Information Student Services Employee Financial Aid

Step 7: Finally, verify by selecting "View Addresses and Phones – Personal and Emergency contact" under "Personal Information.

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