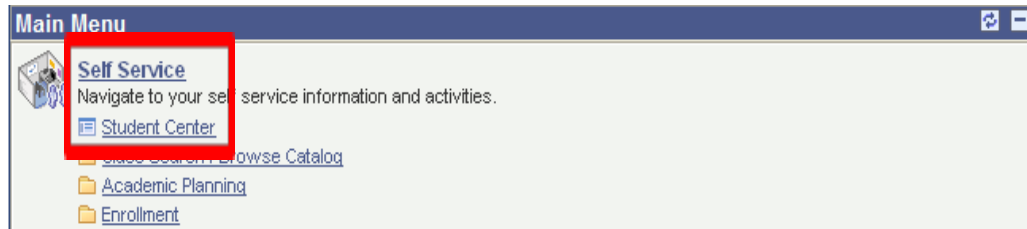


# STEPS TO UPDATE YOUR PERSONAL INFORMATION ON AVANTIS IN THE STUDENT CENTER

## STEP 1: Navigate to the Student Center

NAVIGATION: Main Menu → Self Service → Student Center



Your student center will look similar to this:

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

enrollment shopping cart ▶

other academic... ▶▶

**Finances**

**My Account**  
[Account Inquiry](#)  
[Payment Profile](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

other financial... ▶▶

make a payment ▶

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)

other personal... ▶▶

**Admissions**

[Request Information](#)  
[Apply for Admission](#)

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

**ICMS Information**  
[ICMS Student Homepage](#)  
[Moodle](#)  
[ICMS Timetables](#)

**ICMS Handbook and Curriculum**  
[ICMS Handbook](#)  
[ICMS Undergraduate Curriculum](#)  
[ICMS Postgraduate Curriculum](#)

**Other Links**  
[Student Email](#)  
[Going to Uni](#)  
[Student Visa Online](#)

**You are not enrolled in classes.**

**Account Summary**

**You owe 8,720.00.**

- Due Now 0.00
- Future Due 8,720.00

Currency used is Australian Dollar.

**Contact Information**

<p><u>Permanent address</u> 1 Hollywood Boulevard Los Angeles, CA 10000 USA</p> <p><u>Mobile phone</u> 012/345-6789</p>	<p><u>Term address</u> 1 Sydney Road Manly, NSW, 2095</p> <p><u>Campus email</u> jbell10@students.icms.edu</p>
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**You do not have any pending applications at this time.**

## STEP 2: Refer to Personal Information, and select Demographic Data

### UPDATE PERSONAL INFORMATION

Personal Information

**Demographic Data**  
Emergency Contact  
Names  
User Preferences

other personal... >>

Contact Information

**Permanent address**  
1 Hollywood Boulevard  
Los Angeles, CA 10000  
USA

**Term address**  
1 Sydney Road  
Manly, NSW, 2095

**Mobile phone**  
012/345-6789

**Campus email**  
jbell10@students.icms.edu

## STEP 3: Update your address details:

### START WITH YOUR ADDRESS:

Personal Information Security Credentials Participation

**addresses** | names | phone numbers | email addresses | emergency contacts | demographic information

#### PERMANENT ADDRESS

International Students – Home country address

Domestic Students – Home address

#### TERM ADDRESS

The address where you are living during term

**All students' term address has defaulted to 151 Darley Road, Manly PLEASE UPDATE**

#### MAILING ADDRESS

The address you want all correspondence sent

#### Addresses

View, add, change or delete an address.

Address Type	Address		
Term	1 Sydney Road Manly, NSW, 2095	<a href="#">edit</a>	<a href="#">delete</a>
Permanent	1 Hollywood Boulevard Los Angeles, CA 10000 USA	<a href="#">edit</a>	<a href="#">delete</a>
Mail	1 Sydney Road Manly, NSW, 2095	<a href="#">edit</a>	

## STEP 4: Update your phone, email and emergency contacts:

Personal Information Security Credentials Participation

addresses | names | **phone numbers** | email addresses | emergency contacts | demographic information

SELECT

SAVE

to save your changes.