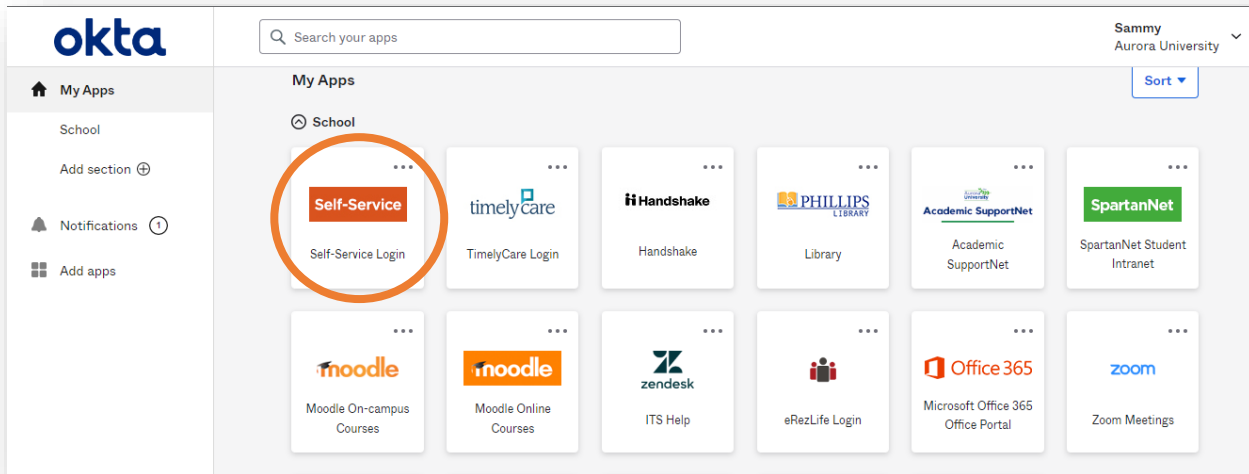
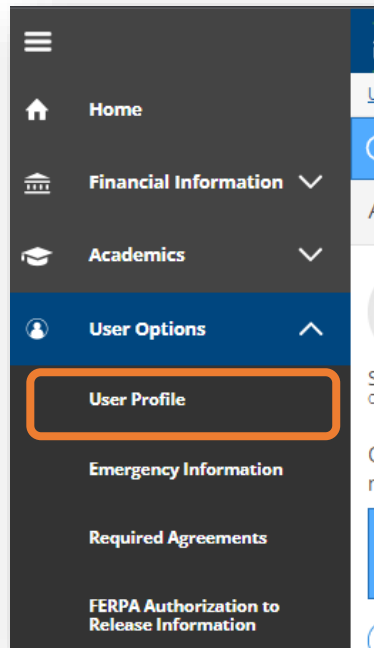


Viewing, Editing, and Confirming Your User Profile in Self-Service

STEP 1: After logging into your Okta dashboard via aurorauniversity.okta.com, click on the **Self-Service** application.



STEP 2: Access the **User Profile** submenu under **User Options** by clicking the three horizontal bars in the top left corner of your Self-Service page.



Viewing, Editing, and Confirming Your User Profile in Self-Service

STEP 3: Here, you can **confirm**, **add**, **edit**, or **delete** contact information such as your **address**, **email address(es)**, and **phone number(s)**.

The screenshot shows the Aurora University self-service user profile page. The user is Sammy Spartan, with a date of birth of 1/29/1973 and email address sspartan01@aurora.edu. The page displays a table of addresses with one entry: 347 S. Gladstone Avenue, Aurora, IL 60506, Home, Preferred (checked), and Remove or Edit. A 'Confirm' button is circled in orange in the top right corner of the address section.

Address	Type	Preferred	Remove or Edit
347 S. Gladstone Avenue, Aurora, IL 60506	Home	✓	

STEP 4: Click on the **Add New Address** button to add an address (*optional*).

This screenshot is similar to the previous one, but the '+ Add New Address' button is circled in orange.

The 'Enter Address Details' modal form contains the following fields and options:

- Outside US/Canada
- Address Line 1 *
- Address Line 2
- City *
- State/Province * (Please choose a state/province)
- ZIP/Postal Code *
- Type

Buttons: Cancel, Add Address

Viewing, Editing, and Confirming Your User Profile in Self-Service


STEP 5: Click on the **pencil** icon next to an email address or phone number to **edit** that entry (*optional*).

The screenshot shows a user profile page with a sidebar on the left containing navigation icons. The main content area is divided into sections: Address, Email Addresses, and Phone Numbers. Each section has a table with columns for the field name, type, preferred status, and a 'Remove or Edit' link. The 'Email Addresses' section includes a 'Last Confirmed On' message and a 'Confirm' button. The 'Phone Numbers' section includes a '+ Add New Phone' button. A pencil icon next to the email 'sspartan1893@gmail.com' is circled in orange.

Address	Type	Preferred	Remove or Edit
347 S. Gladstone Avenue, Aurora, IL 60506	Home	✓	

Email Addresses


Last Confirmed On:
Click to confirm that the email(s) below is accurate as of today. Confirm

Email	Type	Preferred	Remove or Edit
sspartan01@aurora.edu	Local - Student	✓	
sspartan1893@gmail.com	Personal		

The home phone is a restricted field. Students contact registrar@aurora.edu and Employees contact hr@aurora.edu to request an update to your home phone.

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

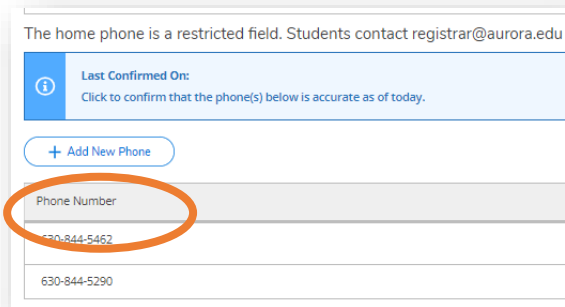
Phone Number	Type	Remove or Edit
630-844-5462	Cell Phone	
630-844-5290	Home Phone	

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The 'Enter Email Details' modal dialog box is shown. It has a title bar with a close button (X). The form contains two main fields: 'Email Address *' with a text input field containing 'sspartan1893@gmail.com', and 'Type' with a dropdown menu currently set to 'Personal'. At the bottom, there are two buttons: 'Cancel' and 'Update Email'.

Viewing, Editing, and Confirming Your User Profile in Self-Service

STEP 6: Click on the **Add New Phone** button to add a new phone number to your file (*optional*).

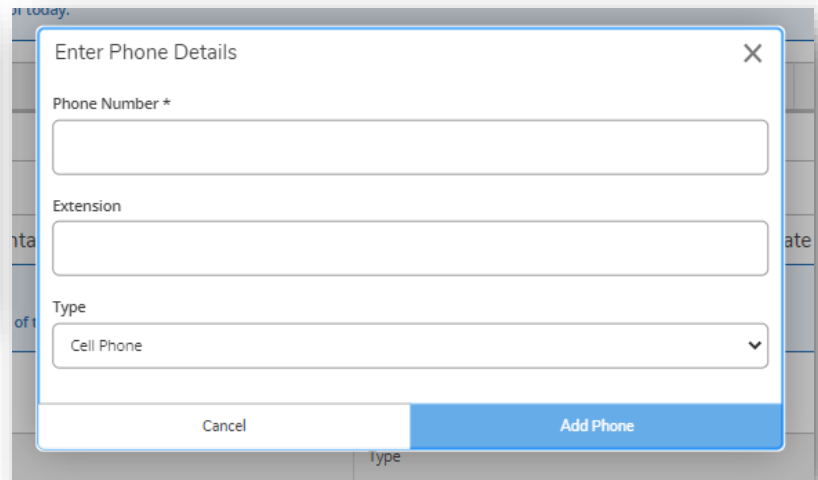


The home phone is a restricted field. Students contact registrar@aurora.edu

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today.

[+ Add New Phone](#)

Phone Number
630-844-5462
630-844-5290



Enter Phone Details [X]

Phone Number *

Extension

Type

Cell Phone [v]

Cancel Add Phone

PLEASE NOTE: Some changes may update overnight. If you make a change that does not update automatically, please check again the next day. If your update still has not been made, please contact the Information Technology Services Help Desk at 630-844-5790 or itshelp@aurora.edu.