



# MyUNLV Student Information System Update Your Biographic Information

MyUNLV Support • myunlvsupport@unlv.edu • unlv.edu/aboutmyunlv



You can update a variety of biographical information in your MyUNLV Student Center including certain addresses, phone numbers, emergency contacts, ethnicity and you can add social security numbers. The guide below highlights the basics of updating your biographic data.

**Step 1.** Locate the Personal Information section of your Student Center. Here you will see a variety of options. Select the option you would like to update.

**Personal Information**

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

other personal... >>

**Contact Information**

<a href="#">Home Address</a> 4505 Maryland Parkway Las Vegas, NV 89154 Clark	<a href="#">Billing Address</a> None
<a href="#">Primary Phone</a> 555/555-4444	<a href="#">UNLV Email</a> HeyReb@UNLV.NEVADA.EDU

**Step 2a.** Click on [Names](#), [Home Address](#), [Billing Address](#), [Primary Phone](#) or [UNLV Email](#) to update any of those items. Click the Edit button to edit the information. If no edit button is visible, the data is not editable.

Hey Reb go to ... >>

Personal Information Security

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

### Addresses

View, add, change or delete an address.

Address Type	Address	
Home	4505 Maryland Parkway Las Vegas, NV 89154 Clark	edit
Mail	4505 Maryland Parkway Las Vegas, NV 89154 Clark	edit

[Add A New Address](#)

**Step 2b.** If you did not add a social security number to your record upon application, you may do so in the Student Center. Click the [Add SSN](#) link. Add your SSN or ITIN.



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### SSN

Country ITIN or SSN SSN or ITIN number

USA SSN - - -

[Save](#)

go to ... >>

**Step 2c.** To add or update your ethnicity, first choose Demographic Data (1) from the Personal Information section, then select the Ethnicity tab (2) from the Personal Information page.

The screenshot shows the 'Personal Information' section with a sidebar on the left containing links: 'Demographic Data' (marked with a yellow starburst and a red circle with '1'), 'Emergency Contact', 'Names', 'User Preferences', and 'Add SSN'. The main content area is titled 'Contact Information' and contains fields for 'Home Address', 'Billing Address', 'Primary Phone', and 'UNLV Email'. A navigation bar at the top right shows tabs for 'Personal Information' and 'Security', with sub-tabs for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', 'demographic information', and 'ethnicity' (the last one is highlighted with a yellow starburst and a red circle with '2').

On the ethnicity page, you can change or add your ethnicity information by selecting the appropriate radio buttons (3) and clicking Submit (4).

The screenshot shows the 'Personal Information' and 'Security' tabs. Under 'Personal Information', the 'ethnicity' sub-tab is selected and highlighted.

## Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self identify their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

### 1) Are you Hispanic or Latino?

[Explain](#)

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino

### 2) What is your race? Select one or more.

[Explain](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

### (Optional) Which best describes your background? Select one or more.

*Background	
<input type="text"/>	<input type="button" value="delete"/>

### ADD BACKGROUND INFO

- The Information is correct as entered.

