



Manage Personal Information

Personal Information in LOCUS:

Name (Preferred Name can be added, Primary Name cannot be edited)

Email (Cannot be edited)

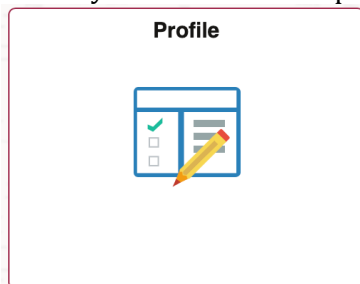
Phone (Cell, Local, or Work Phone can be added)

Addresses (Mailing, Permanent, or Local Off Campus Address can be added)

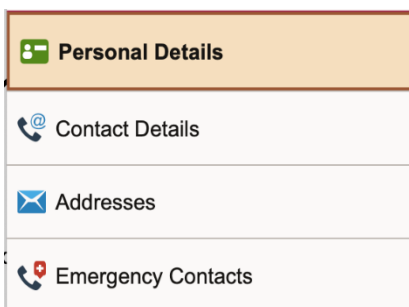
Emergency Contacts (Multiple Emergency Contacts can be added, but only 1 is required)

To update your Personal Information in LOCUS:

Access your Student Homepage and click on the “**Profile**” tile:



On the left hand menu you will see the following:



Personal Details

This is where you can [add a Preferred Name](#)

Contact Details

You can Add a CELL, LOCAL or WORK number

Addresses

You can add a MAILING, PERMANENT, or LOCAL OFF CAMPUS Address.

Campus Addresses are automatically brought into LOCUS and cannot be edited

Diploma Addresses are added when you apply for graduation

Emergency Contacts

You can enter one or multiple Emergency Contacts (EC), with the option to tag 1 as your preferred EC.

To Add a Preferred Name:

- 1.) Click on the “**Personal Details**” menu option and then click on the **PLUS SIGN**

The screenshot shows the 'Personal Details' menu on the left, with 'Personal Details' highlighted. The main area shows the 'Personal Details' form with fields for Date of Birth, Gender, and Social Security Number. Below these is a section for 'Names' with a table showing 'Full Name' and 'Type'. A red box highlights the '+' button in the 'Names' section, and a red arrow points to it.

Full Name	Type
	Primary
	Diploma

- 2.) You will see the next screen below, notice how the Type by default is Preferred. Read the text related to Preferred Name and enter the required fields of First Name and Last Name.

The screenshot shows the 'Add Name' form. It has a 'Cancel' button on the left and a 'Save' button on the right. The form contains instructions and a list of guidelines for adding a name. Below the instructions are fields for 'Type', 'Name Format', 'Prefix', '*First Name', 'Middle Name', '*Last Name', and 'Suffix'.

Enter your name information below. You may include diacritical (accent) marks by cutting and pasting from a word processor.

Diploma Name

- You may enter a **Diploma Name** if you'd like your name to appear differently on your diploma. Before adding a diploma name, please review the important guidelines for this name here: https://www.luc.edu/regrec/graduation_diplomas.shtml
- If your Diploma Name differs significantly from your Primary Name, a Name Change Request must be filed in the Office of Registration and Records. (For example, if you are adding a Name - Middle or Last - or if you are adding a suffix such as Jr., Sr., I, II, III, etc., a Name Change Request must be completed.)
- Suffixes for Diploma Name are limited to those that should be included as part of a legal name such as I, II, III, IV, Jr., Sr. Prefixes are not used as part of the Diploma Name.
- Changes to the diploma name cannot be made after the graduation application deadline

Preferred Name

- If you enter a **Preferred Name**, this name will appear instead of your Primary Name on many places within LOCUS -- and will soon be sent **many** places outside of LOCUS. For example, your Preferred Name will soon become the name that is displayed when you send emails from your Loyola email address. **Please refer to <https://www.luc.edu/regrec/students/preferred-name-FAQ.shtml> before adding a Preferred Name so you understand all of the impacts!**

Type Preferred

Name Format English

Prefix

*First Name

Middle Name

*Last Name

Suffix

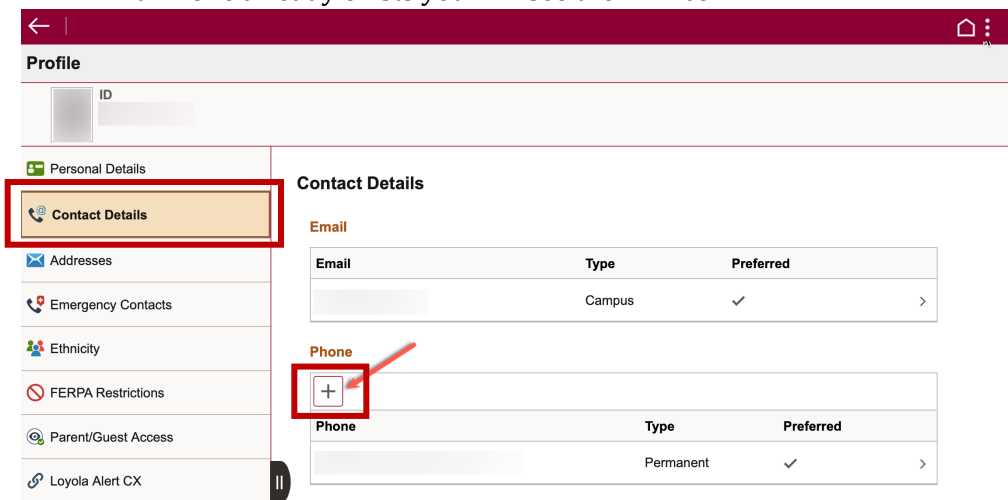
- 3.) Click **SAVE**

To Add a New Phone Number:

- 1.) Click on the “**Contact Details**” menu option and then click the **PLUS SIGN**

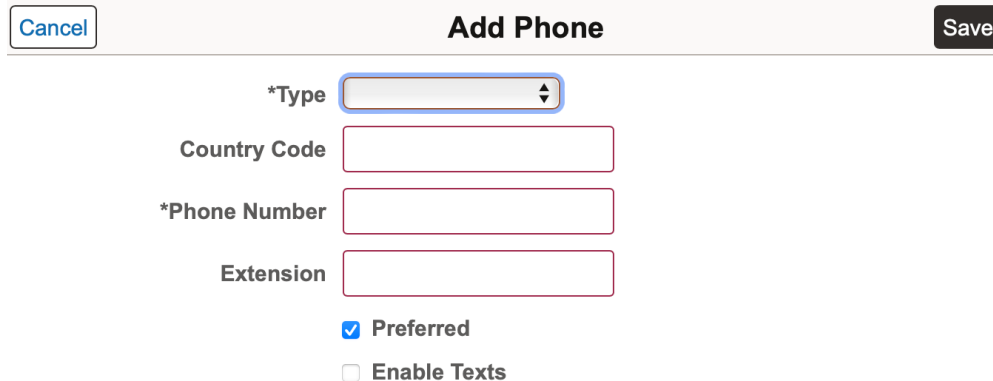
NOTE: If no Phone exists you will see the  button.

If a Phone already exists you will see the  icon.



The screenshot shows a mobile application interface for a 'Profile' page. On the left is a sidebar menu with options: Personal Details, Contact Details (highlighted with a red box), Addresses, Emergency Contacts, Ethnicity, FERPA Restrictions, Parent/Guest Access, and Loyola Alert CX. The main content area is titled 'Contact Details'. It has two sections: 'Email' and 'Phone'. The 'Email' section contains a table with columns 'Email', 'Type', and 'Preferred', showing one entry with 'Campus' type and a checkmark. The 'Phone' section contains a plus icon in a box (highlighted with a red box and a red arrow) and a table with columns 'Phone', 'Type', and 'Preferred', showing one entry with 'Permanent' type and a checkmark.

- 2.) When you click on the **Plus Sign**, You will See the Following Screen



The screenshot shows the 'Add Phone' form. At the top are 'Cancel', 'Add Phone', and 'Save' buttons. The form fields are: '*Type' (a dropdown menu), 'Country Code' (a text input), '*Phone Number' (a text input), and 'Extension' (a text input). Below the inputs are two checkboxes: 'Preferred' (checked) and 'Enable Texts' (unchecked).

When you select the **TYPE** dropdown you should see the **CELLULAR, LOCAL, or WORK** options. Select the type of number you would like to add

Add the Phone Number in the following format: **1234567890**

When you click SAVE the format will be inherited: **123/456-7890**

Make sure to select the Preferred flag if the new number type you are adding is your preferred number.

To Add a New Address:

Click on the “**Addresses**” menu option and then click on the **PLUS SIGN** under the address type you want to add.

NOTE: If no address exists you will see the  button.

If an address already exists you will see the  icon.

Profile



ID

Addresses

Mailing Address

No address defined

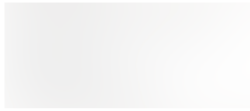
[Add Mailing Address](#)

Campus Address

No address defined

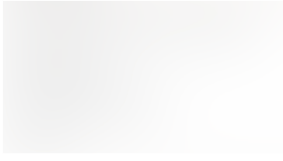
Permanent Address



Address	From
	Current >

Local Off-Campus Address



Address	From
	Current >

To Add an Emergency Contact

- 1.) Click on the “**Emergency Contact**” menu option

NOTE: If no Emergency Contact exists you will see the  button.

If an Emergency Contact already exists you will see the  icon.

Profile

 ID

Emergency Contacts 



Primary Contact	Contact	Relationship	Emergency Contact Flag	Missing Person Flag	Phone	Secondary Phone
Yes		Parent	Y	Y		>
No		Parent	Y	Y		>

CONFIRM INFO WITH NO CHANGES

Last Update by:

Last Update on:

- 2.) When you click on the **PLUS SIGN** you will see the following screen:

Cancel

Add Contact

Save

Add a Name

*Name

*Relationship

Other

☐ Preferred
☐ Missing Person Flag
☐ Emergency Contact Flag

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Contact Address

No address defined

Add Address

Relationship Check Boxes:

Preferred – If you have more than one emergency contact listed, one is required to be selected as "Preferred" and this person will be the Primary Contact

Missing Person Flag – Used in the event you are missing for more than 24 hours.

Emergency Contact Flag – Utilized in the event of an emergency.

Add the Phone Number in the following format: **1234567890**

Other Phone Numbers (Follow the instructions for [Add a New Phone Number](#))

Contact Address (Follow the instructions for [Add a New Address](#))

- 3.) Click **SAVE**