

# How to Update Your Personal Information in OPUS

To **add** your local address, [click here](#)

To **edit** your local address, [click here](#)

To **add** your local phone number, [click here](#)

To **edit** your local phone number, [click here](#)

# **Adding Your Local Address**



Network ID

Password

Login

Obtain Network ID and Password.

Trouble Signing In?

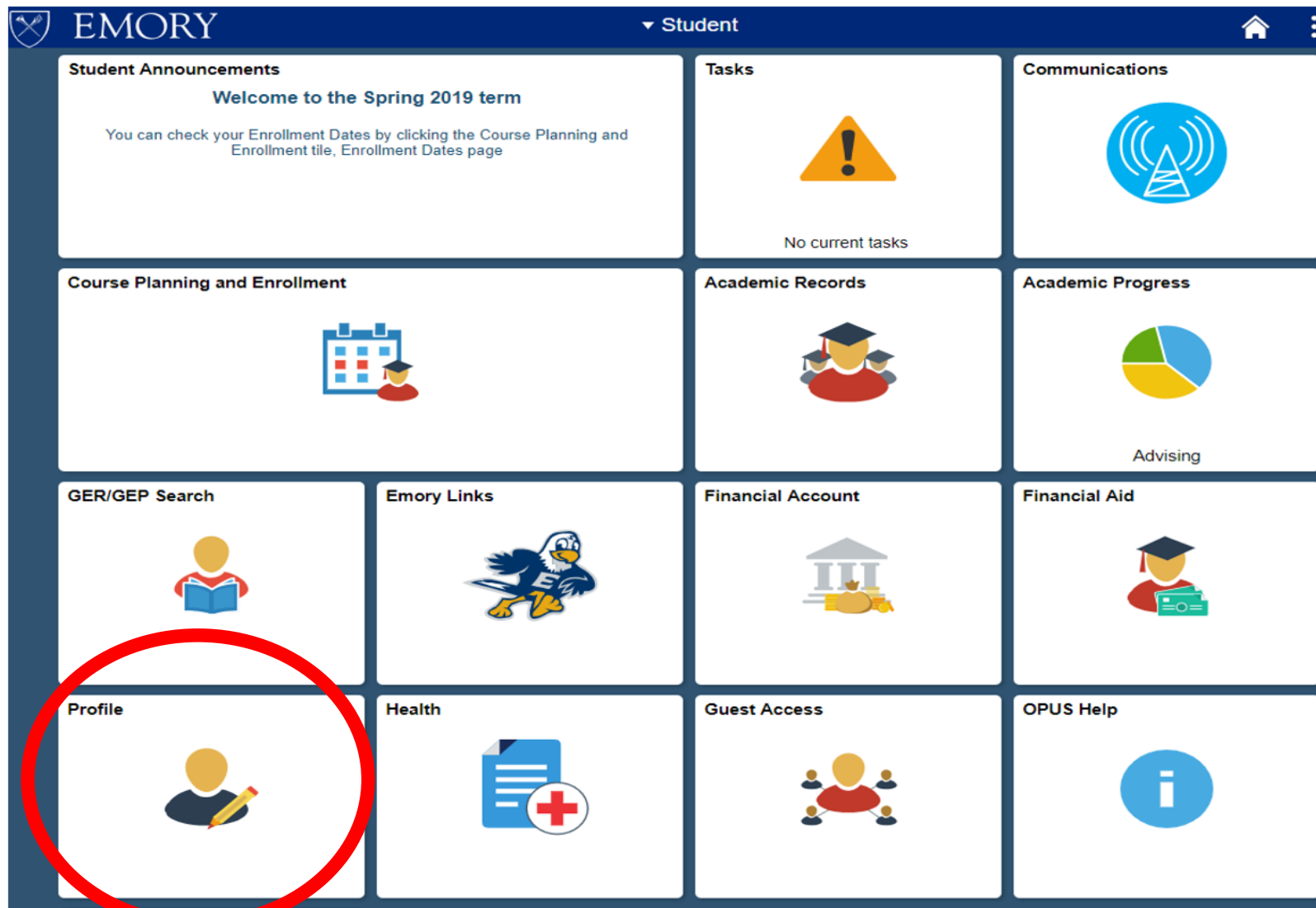
View Browser Compatibility.

**Note:** To ensure the confidentiality and protect the integrity of sensitive information within the system, you **must** close the browser after logging out of each session.

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

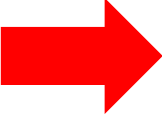

# 1. Log in to OPUS










[www.opus.emory.edu](http://www.opus.emory.edu)



## 2. Click “Profile”

On the bottom left corner




 Personal Details
 <b>Addresses</b>
 Email and Phone Numbers
 Parent/Guardian Addresses
 Emergency Alert Notification
 Emergency Contacts
 Missing Person Contacts
 Religious Preference
 Privacy Settings

## Addresses

### Permanent Address

	
Address	From
	Current >

### Local Address

	
Address	From

# 3. Click “Addresses”

Under Personal Details

The screenshot displays a user profile interface. On the left is a vertical sidebar with menu items: Personal Details, Addresses (highlighted), Email and Phone Numbers, Parent/Guardian Addresses, Emergency Alert Notification, Emergency Contacts, Missing Person Contacts, Religious Preference, and Privacy Settings. A red arrow points from the 'Missing Person Contacts' item to the '+' button under the 'Local Address' section. The 'Addresses' section is titled 'Addresses' with an information icon. It contains two sub-sections: 'Permanent Address' and 'Local Address'. Each sub-section has a '+' button and a table with two columns: 'Address' and 'From'. The 'Permanent Address' table shows 'Current' in the 'From' column with a right-pointing chevron. The 'Local Address' table is currently empty.

## 4. Click “+” Under Local Address

Your US address must be saved as “Local”. **If your US number is saved as any other types (i.e. permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS).** SEVIS must be updated within 10 days of any change per US immigration regulations.

**Cancel** **Edit Address** **Save**

Remember to Click "Save"

Type Local

\*Country United States

In "Address 1" Field, enter your House/Building Number and Street Name

\*Address 1 1836 Eagle Row

In "Address 2" Field, enter your Apartment/Unit Number (if applicable)

Address 2 apt 1919

Address 3

In "City" Field, enter the name of the city that you reside in.

City Atlanta

In "State" Field, enter "Georgia"

State Georgia

In "Postal" Field, enter the 5 digit Zip/Postal Code that you reside in.

Postal 30322

County

Clean Address

# 5. Add Your Local Address



[Click here](#) to  
return to the  
Main Menu



# Editing Your Local Address



Network ID

Password

Login

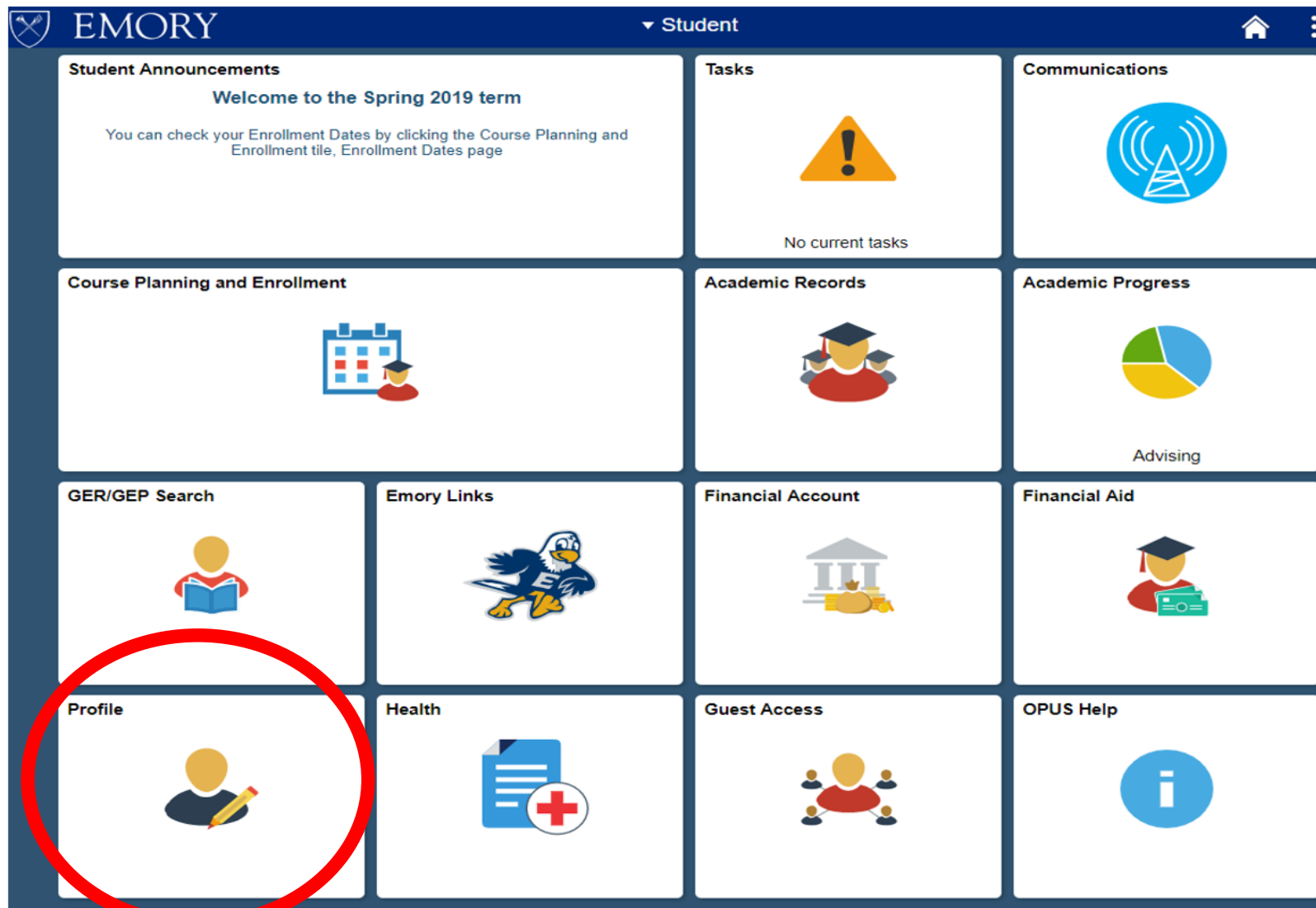
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## 2. Click “Profile”

On the bottom left corner

Personal Details

**Addresses**

Email and Phone Numbers

Parent/Guardian Addresses

Emergency Alert Notification

Emergency Contacts

Missing Person Contacts

Religious Preference

Privacy Settings

### Addresses ⓘ

#### Permanent Address

Address	From
---------	------

#### Local Address

Address	From
123 Emory Rd apt 1A Atlanta GA 30322	Current >

## 3. Click “Addresses”

Under Personal Details

**Addresses**

- Email and Phone Numbers
- Parent/Guardian Addresses
- Emergency Alert Notification
- Emergency Contacts
- Missing Person Contacts
- Religious Preference
- Privacy Settings

### Local Address

Address	From
123 Emory Rd apt 1A Atlanta GA 30322	Current >



### Residence Hall Address

No address defined

### Preferred Address

Address	From
---------	------

## 4. Click Your Current Local Address

Your US address must be saved as "Local". **If your US number is saved as any other types (i.e. permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS).** SEVIS must be updated within 10 days of any change per US immigration regulations.

**Edit Address**

Remember to Click "Save"

Type Local

\*Country

In "Address 1" Field, enter your new House/Building Number and Street Name

\*Address 1

In "Address 2" Field, enter your new Apartment/Unit Number (if applicable)

Address 2

Address 3

In "City" Field, enter the name of the city that you reside in.

City

In "State" Field, enter "Georgia"

State

In "Postal" Field, enter the 5 digit Zip/Postal Code that you reside in.

Postal

County

# 5. Edit Your Local Address



[Click here](#) to  
return to the  
Main Menu



# **Adding Your Local Phone Number**





Network ID

Password

Login

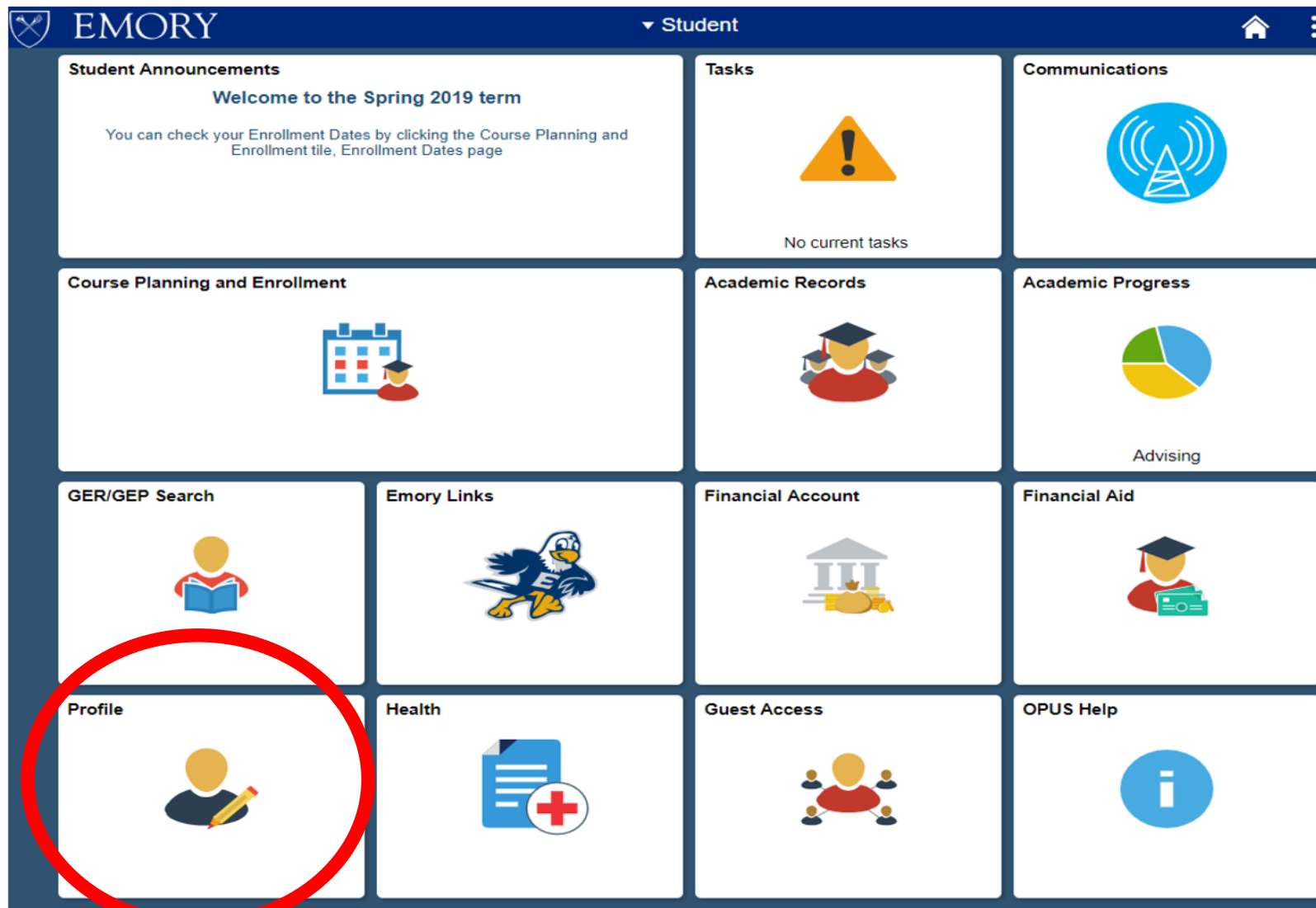
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**Personal Details**

Addresses

Email and Phone Numbers

Parent/Guardian Addresses

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Emergency Contacts

Missing Person Contacts

Religious Preference

Privacy Settings

**Personal Details**

Date of Birth

Gender

**Names** ⓘ

Name	Type
	Primary >
	Preferred >

### 3. Go to “Email and Phone Numbers”

Under Personal Details and Addresses

**Personal Details**

**Addresses**

**Email and Phone Numbers**

**Parent/Guardian Addresses**

**Emergency Contacts**

**Religious Preference**

**Privacy Settings**

### Contact Details

**Email** ⓘ

Email	Type	Preferred	
	Home	✓	>
	Campus		>

**Phone** ⓘ


Phone	Type	Preferred	
+123/456-7890	Mobile	✓	>
+012/345/6789	Permanent		>

Your US number must be saved as “Local”. **If your US number is saved as any other types (i.e. mobile or permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS).** SEVIS must be updated within 10 days of any change per US immigration regulations.

- Personal Details
- Addresses
- Email and Phone Numbers**
- Parent/Guardian Addresses
- Emergency Contacts
- Religious Preference
- Privacy Settings

## Contact Details

### Email

Email	Type	Preferred	
			
	Home	<input checked="" type="checkbox"/>	>
	Campus	<input type="checkbox"/>	>

### Phone

Phone	Type	Preferred	
			
+123/456-7890	Mobile	<input checked="" type="checkbox"/>	>
+012/345/6789	Permanent	<input type="checkbox"/>	>



**4. To save your US number as Local, Click “+” Under Phone**

Cancel Add Phone Save

\*Type

Country Code

\*Phone Number

Extension

FAX

Local

Mobile

Pager 1

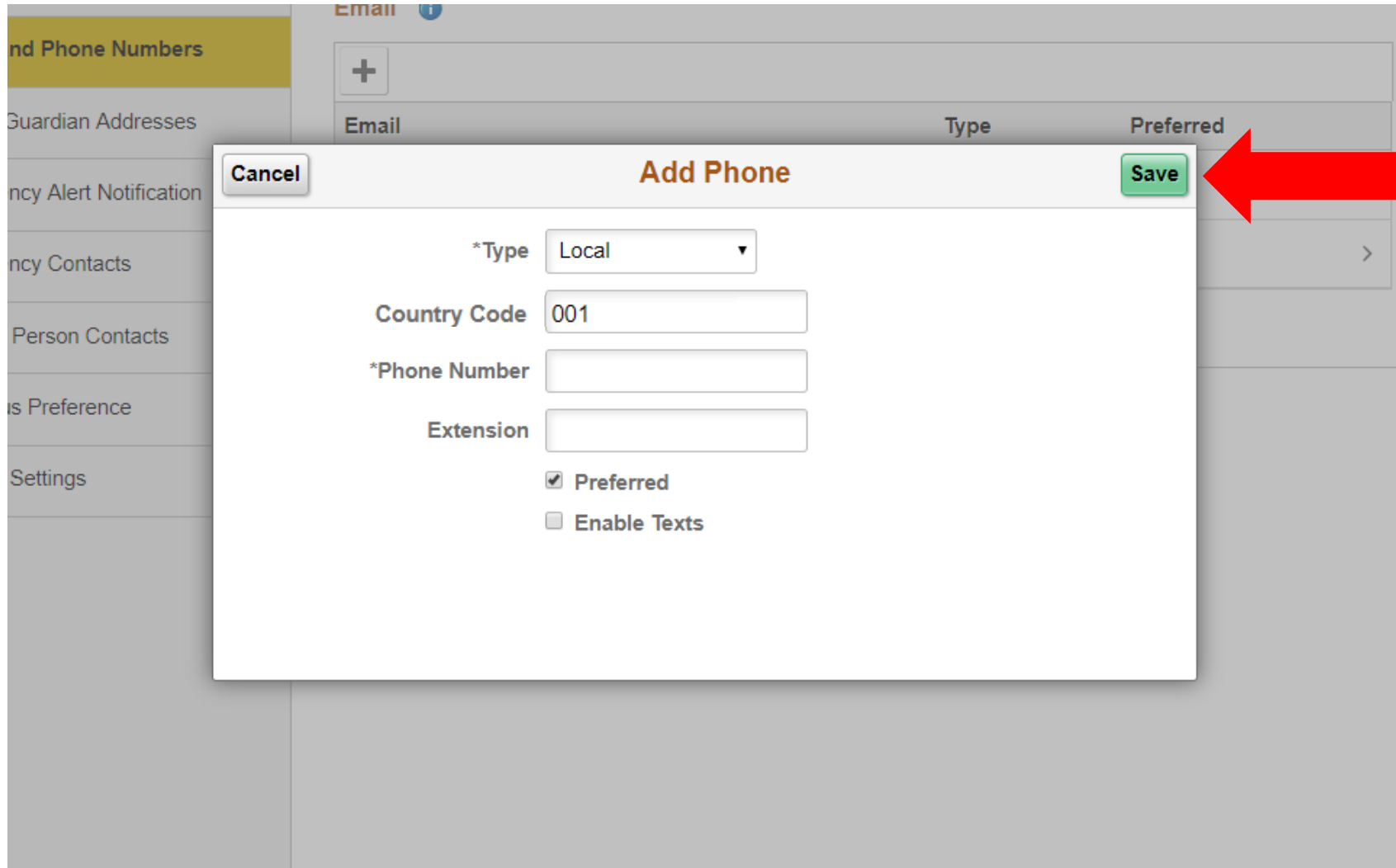
Permanent

Work

Preferred

Enable Texts

**5. Select “Local” as the Type**



Remember to Click "Save"

## 6. Enter Your Local Phone Number

Country Code is 001 for US



[Click here](#) to  
return to the  
Main Menu





# **Editing Your Local Phone Number**



Network ID

Password

Login

Obtain Network ID and Password.

Trouble Signing In?

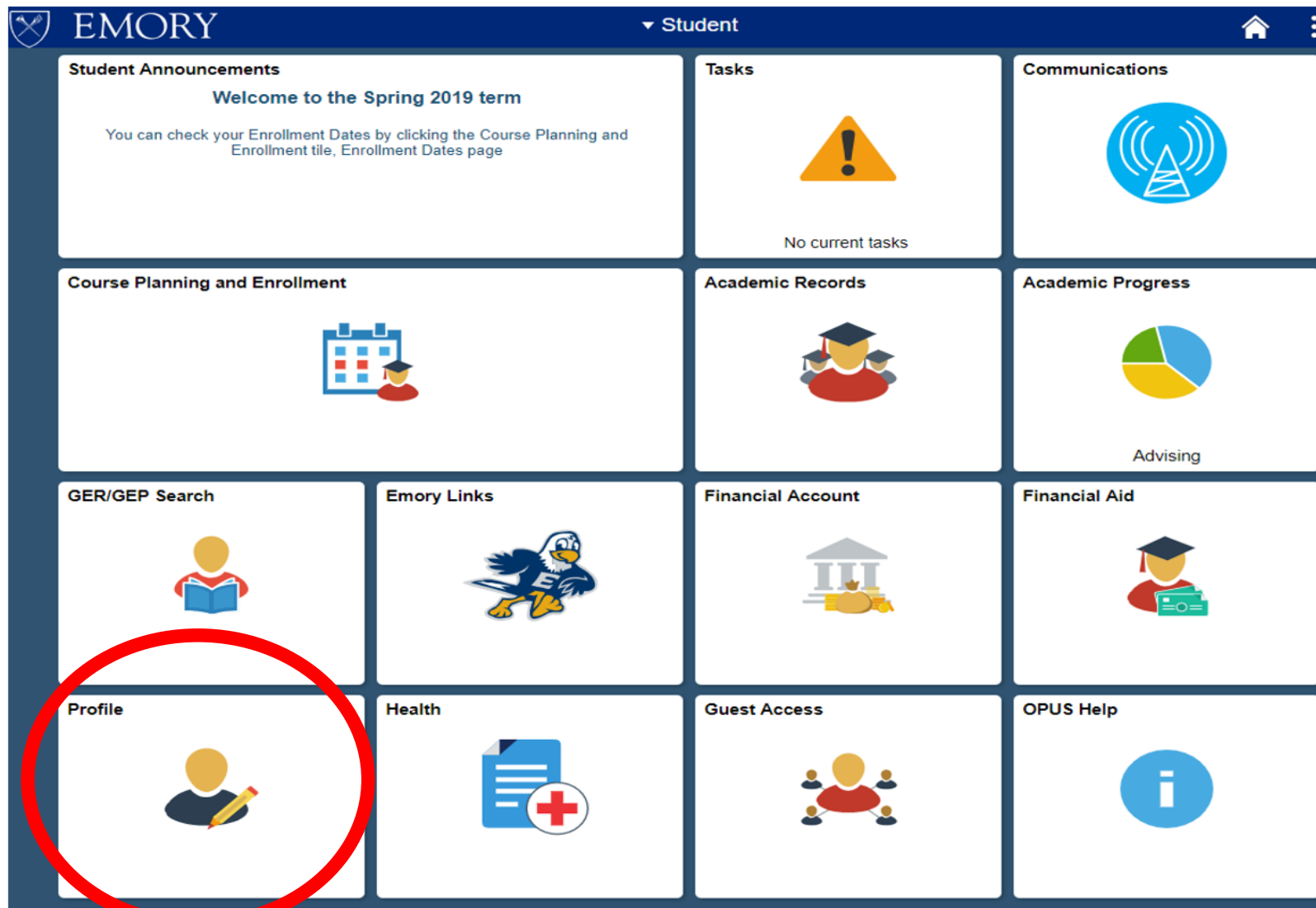
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Emergency Contacts

Missing Person Contacts

Religious Preference

Privacy Settings

**Personal Details**

Date of Birth










Gender

**Names** ⓘ

Name	Type
	Primary >
	Preferred >

### 3. Go to “Email and Phone Numbers”

Under Personal Details and Addresses

-  Personal Details
-  Addresses
-  **Email and Phone Numbers**
-  Parent/Guardian Addresses
-  Emergency Alert Notification
-  Emergency Contacts
-  Missing Person Contacts
-  Religious Preference
-  Privacy Settings

### Contact Details

**Email** i

+

Email	Type	Preferred

**Phone** i

+

Phone	Type	Preferred	
+123 456-7890	Local	✓	>

Phone

Your US number must be saved as “Local”. **If your US number is saved as any other types (i.e. mobile or permanent), the information does not transfer from OPUS to the Student & Exchange Visitor Information System (SEVIS).** SEVIS must be updated within 10 days of any change per US immigration regulations.

Personal Details

Addresses

**Email and Phone Numbers**

Parent/Guardian Addresses

Emergency Alert Notification

Emergency Contacts

Missing Person Contacts

Religious Preference

Privacy Settings

### Contact Details

**Email** ⓘ

+

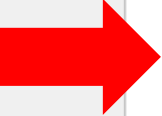
Email	Type	Preferred
-------	------	-----------

**Phone** ⓘ

+

Phone	Type	Preferred
+123 456-7890	Local	✓

Phone



## 4. Click Your Current Local Phone Number

**Edit Phone**

Cancel Save

Type Local

Country Code 001

\*Phone Number 0123456789

Extension

Preferred

Enable Texts

Delete

Remember to Click "Save"

## 5. Enter Your New Local Phone Number

Country Code is 001 for US



[Click here](#) to  
return to the  
Main Menu