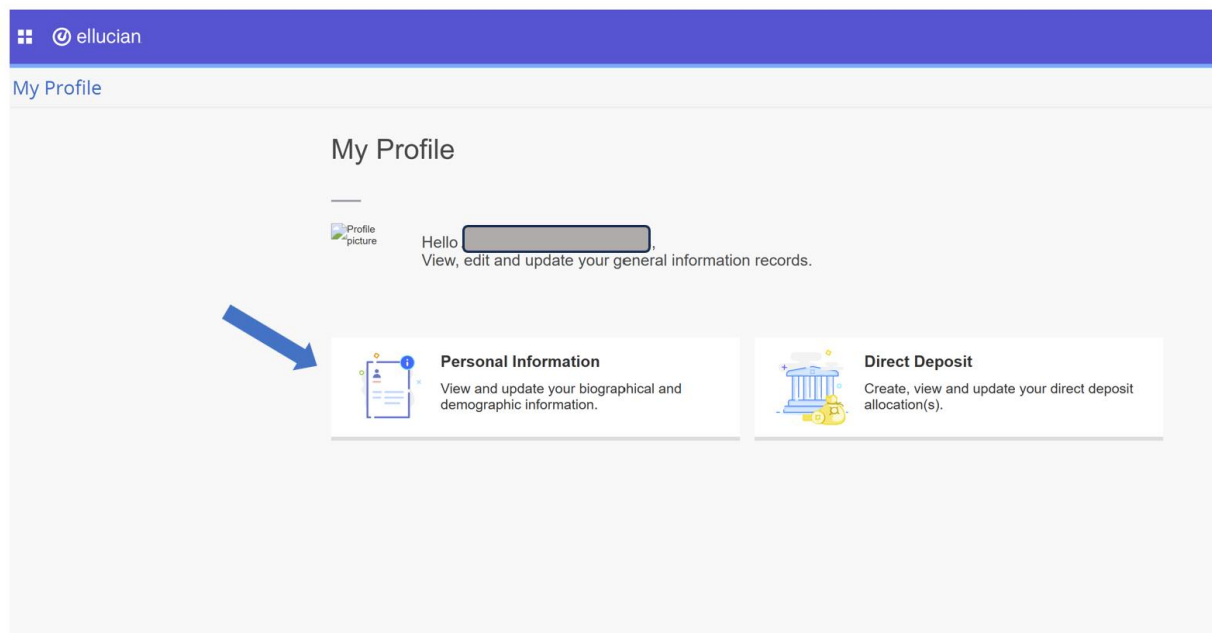


General Self-Service

General Self-Service is used to update some personal information

Select the Personal Information tile



Profile picture

Name

ID

Email

centralstate.edu

Address

Phone

The top left section has your Id number, university email, address, and telephone number.

Personal Information

Personal Details

First Name

Date of Birth

Preferred First Name

Middle Name

Marital Status

-

Personal Pronoun

she/her/hers

Last Name

Legal Sex

Female

Gender Identification

Woman

Edit

Edit Personal Details ⓘ



First Name

Middle Name

Last Name

Date of Birth

Marital Status

Not Applicable ▼

Legal Sex

Female

Preferred First Name

Personal Pronoun

she/her/hers ▼

Gender Identification

Woman ▼

Cancel

Update

The greyed out fields are not updateable using Self-Service, please contact the Registrar's Office as additional requirements must be met for legal data, more information can be found [here](#).

Here you can add a Preferred First Name.

Personal Pronoun

She/Her

They/Them

Unknown

Xe

She/Her

Use the drop down to select from the Preferred Pronoun options

Binary

Female

Intersex

Male

Non-Binary

Not Applicable

Use the drop down to select from the Preferred Gender options

Click on the Update button after you have made your selections and your information will be saved.

Additional sections to update to add new items:

Phone Number

Permanent (Primary)

Address

Mailing

Current

09/28/2025 - (No end date)

Permanent

Current

08/22/2025 - (No end date)

Select the pencil icon next to the item you would like to edit. You cannot edit primary address and phone number. Please do not select the trash icon to delete, as this will remove the record and history.

4 | Page

To add a new record select the + icon in that section

 **Add New**

Add Address

Type of Address

Select Address Type

Valid From

MM/dd/yyyy

Valid Until

MM/dd/yyyy

Address Line 1

Enter Address Line 1

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

Enter City

State/Province

Select State

County

Select County

Zip/Postal Code

Enter Zip Code

Country

Select Country

Add

Select the type from the available options in the drop down, enter your information and Update

Add Address

Type of Address

Select Address Type

Q

Emergency Contact

Mailing

Address Line 4