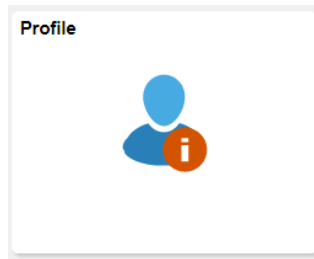








# Quick Reference Guide: Profile Tile



Left-hand Side Menu	Content
<ul style="list-style-type: none"> <li style="background-color: #e0f2f1; padding: 5px;"> <b>Personal Details</b></li> <li style="padding: 5px;"> Contact Details</li> <li style="padding: 5px;"> Addresses</li> <li style="padding: 5px;"> Emergency Contacts</li> <li style="padding: 5px;"> Manage Password</li> <li style="padding: 5px;"> SCU Electronic Info</li> </ul>	<p><b><u>Personal Details</u></b> Your Student ID and primary name are listed here. You may not directly update your primary name. If you wish to, please contact the Academic Registry.</p> <p><b><u>Contact Details</u></b> Email addresses and phone number(s) that the University may use to contact you are listed here. You may add or delete any phone number or email address. <b>Please note:</b> At this time, you may not remove your SCU email address from the list. You also may not manually change your Preferred email or any email type.</p> <p><b><u>Addresses</u></b> Your Mailing Address, Business Address, and Permanent Address are listed here. You may directly update your Mailing, Business, or Permanent Addresses by adding a new one. Please be sure that these addresses remain up to date and accurate.</p> <p><b><u>Emergency Contacts</u></b> People that the University may contact in case of an emergency should be listed here. You may add or delete any emergency contact, and you may update any existing emergency contacts. You may add more than one phone number for an emergency contact.</p> <p><b><u>Manage Password</u></b> This is the page linked in the hamburger menu in the upper right hand corner at all times. You will be able to change your current eCampus password or set a new Password Hint here. Both will be</p>

useful for eCampus password recovery. If you ever forget your eCampus password, please go to “eCampus Login Help” for more information. You may also contact the Technology Help Desk, located on the first floor of the University, by calling (408) 554-5700, or x5700 if you are on campus.

*SCU Electronic Info*

Your SCU network password is listed here. This will be useful if you are using eCampus for the first time or if you have forgotten your SCU Email password. If you have forgotten your SCU Email password, please go to “SCU Email Login Help” for more information. You may also contact the Technology Help Desk, located on the first floor of the University, by calling (408) 554-5700, or x5700 if you are on campus.