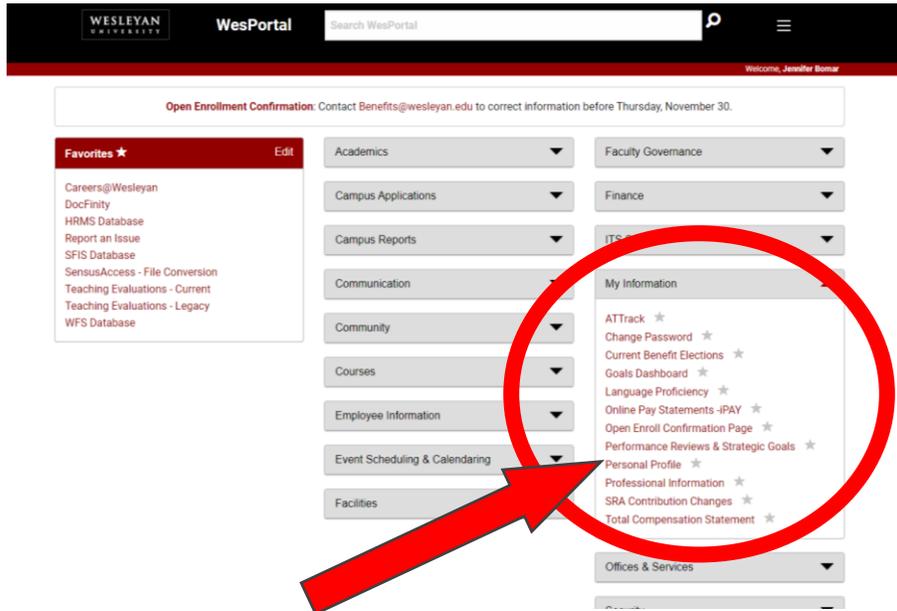


Updating Address & Emergency Contact Information

1. Access your WesPortal at (<http://portal.wesleyan.edu>).
2. Locate the “My Information” box, click on the down arrow and the select “Personal Profile”.



3. Click on “EDIT” under “Primary Campus, Home, Pay Statement Address, and Directory Print Selections”.
 - Part I is where you update your Wesleyan Office Address (if needed).
 - Part II is where you indicate your Middletown/local address.
 - Part II is where you can indicate your permanent home address (Visiting Faculty).
4. To update Emergency Contact Information, click on “EDIT” under “Personal Emergency Contact” and “Campus Wide Emergency Broadcast System”.