

# HOW DO I?

## Update my information for SIREN ALERTS

### Step 1.

LOGIN to myRoss and click  
**Personal Information**

myROSS

Personal Information Student Services Student Finance Housing Resources

### Step 2. Choose either

**Update Addresses and Phones**  
**Update E-mail Addresses**

Personal Information

Change Security Question  
View Addresses and Phones  
Update Addresses and Phones  
View E-mail Addresses  
Update E-mail Addresses  
Directory Profile  
View Emergency Contacts  
Update Emergency Contacts  
Change your PIN  
Need to update your PIN? Change it here.

RELEASE: 8.4

### Updating your address and phone numbers.

### Step 3. Under Campus/Clinical Address click **Current**

Address Type - Definition - Function

**Campus/Clinical Address** - Used as a Campus address in Dominica and St. Kitts, or as a temporary U.S. address for  
**Mailing Address** - Tuition statements are mailed to this address.  
**Permanent Address** - Used for official types of correspondences.

#### Addresses and Phones

**Campus/Clinical Address** Phones  
**Current:** Apr 11, 2011 to (No end date) **Primary:** 201-123456  
#12 Sunset  
Freeport, 55555  
Bahamas  
Campus Phone: 732-123456  
Cell Phone: 201-123456  
Temporary Phone: 201-456789

#### Mailing (Current U.S. Address)

**Current:** Oct 28, 2005 to (No end date) **Primary:** 831-456789 DE  
20 Farm Rd  
Huntington, New York 70001  
United States of America

#### Permanent Residence Address

**Current:** Oct 28, 2005 to (No end date) **Primary:** 831-456789 DE  
20 Farm Rd  
Huntington, New York 70001  
United States of America

Type of Address to Insert: Select

Submit

Update the following  
**Cell Phone**

Then click **Submit**

Primary Phone Number For This Address:

Area Code Phone Number Extension International Access Code and Phone Number Unlisted  
201 123456 OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Campus Phone	732	123456		OR		
Temporary Phone	201	123456		OR		
Cell Phone	201	456789		OR		
Select				OR		
Select				OR		

Submit Reset

**Notes.** SIREN uses the **Cell Phone** number on this list.

### Updating your E-mail Address

### Step 3. Under E-mail Addresses

click on your **Emergency Address**

E-mail Type - Definition - Function

**FAFSA** - Used by the Office of Financial Aid for all forms of communication.

**Other** - Used as personal e-mail address (secondary)

**Personal** - Your personal e-mail address

**Ross Assigned** - Official University e-mail address

#### E-mail Addresses

**Emergency Email Address**  
abc@rossu.edu

#### Personal

abc@hotmail.com  
Comment: personal

**Ross Assigned Email Address**  
dummy@rossu.edu Preferred

Type of E-mail to Insert: Select

Submit

Type in the E-mail field your  
**Emergency E-mail Address**  
Then click **Submit**

#### Emergency Email Address

E-mail: abc@hotmail.com

Comment: personal

Delete this address: ☐

**Preferred Ross Assigned Email Address**  
dummy@rossu.edu

Submit Reset

**Notes.** SIREN uses the  
**Emergency E-mail Address ONLY**